

Temporary Food Premises Application

Review and complete all relevant parts of this form

This form must be completed and returned to the Show Producers: Executive Event Production Inc. by fax: 604.372.3947. (Do not send to Fraser Health)

Deadline for receipt in our office is March 9, 2016

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 Environmental Health office.

Important things to remember

- This application needs to be submitted to the local Health Protection Office at least 14 days before the event.
- Incomplete applications or those submitted after the deadline may not be approved.
- There is No Charge associated with the application.
- You may not serve food without an operating permit or written approval from the Environmental Health Officer (EHO).
- This application applies only to premises operating less than 14 days per year.
- This application does not need to be completed for private events (i.e. weddings, family reunions)

Applicants operating a mobile food premises with a Fraser Health or Vancouver Coastal Health approval or operating permit

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

Part A

APPLICANT INFORMATION

NAME OF INDIVIDUAL / ORGANIZATION OPERATING FOOD PREMISES		TELEPHONE NUMBER ()	CELL PHONE NUMBER ()
MAILING ADDRESS STREET		FAX NUMBER ()	E-MAIL ADDRESS
CITY			
PROVINCE		POSTAL CODE	
NAME OF APPLICANT (IF DIFFERENT THAN ABOVE)		TELEPHONE NUMBER ()	CELL PHONE NUMBER ()
NAME OF PERSON IN CHARGE ON DAY OF EVENT			

EVENT INFORMATION

NAME OF EVENT FRASER VALLEY FOOD SHOW	NAME OF EVENT COORDINATOR : EXECUTIVE EVENT PRODUCTION INC
NAME OF PREMISES/PROPERTY WHERE EVENT IS HELD (E.G. NAME OF PARK) TRADEX, ABBOTSFORD	
ADDRESS (STREET/CITY) 1190 CORNELL ST, ABBOTSFORD, BC	
DATE(S) YOU WILL BE OPERATING April 1, 2, 3 2016	HOUR(S) YOU WILL BE OPENING FRI 12 - 6 SAT 10 - 6 SUN 11-5

Part B

FOOD SERVICE – All applicants to complete this section			
<p>INSTRUCTIONS</p> <ul style="list-style-type: none"> ▪ Column A – List all food(s) that will be prepared, served, sold, sampled or given away (include beverages, condiments and all extra ingredients served at the event). If you need more space please add a separate sheet. ▪ Column B – List of suppliers. All food needs to be obtained from a commercial food business. ▪ Column C – If food is prepared in advance of the event indicate who will prepare the food and where it will be prepared. Food(s) cannot be prepared or stored at home. <p style="text-align: right;">(Attach Additional Sheet If Required)</p>			
Column A	Column B	Column C If food is prepared in advance	
Food & beverages	Supplier/Producer	Who will prepare food?	Where is food prepared? (physical address)

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? (check (✓) one)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> A temporary food booth (tables & tents)</p> <p><input type="checkbox"/> Self contained mobile food preparation trailer</p> <p><input type="checkbox"/> Professionally constructed mobile food preparation cart (e.g. prefabricated hot dog cart)</p> <p><input type="checkbox"/> Kitchen located in a building at the event (e.g. church, community hall)</p> </div> <div style="width: 45%;"> <p><input type="checkbox"/> Premises will be located outdoors</p> <p><input type="checkbox"/> Premises will be located indoors</p> </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The Environmental Health Officer may require a diagram of your set-up. See Appendix A</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>_____ Name of Facility</p> </div> <div style="width: 45%;"> <p>_____ Physical address</p> </div> </div>	

Part D

OPERATIONAL PLAN – All applicants to complete this section	
Equipment for Food Storage, Preparation and Service	
<p>How will you do the following? (check (✓) one or more option(s) from each category below)</p>	
<p>Transport food to event</p> <p><input type="checkbox"/> Cooler(s) with ice/ ice packs</p> <p><input type="checkbox"/> Refrigeration/freezer unit(s)</p> <p><input type="checkbox"/> Insulated container(s) (hot foods)</p> <p><input type="checkbox"/> Other _____</p> <p>Keep food cold</p> <p><input type="checkbox"/> Refrigeration/freezer unit(s)</p> <p><input type="checkbox"/> Cooler(s) with ice packs</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Foods will not need to be kept cold</p> <p>Prepare / serve foods</p> <p><input type="checkbox"/> Utensils (e.g. tongs, spoons)</p> <p><input type="checkbox"/> Pots/pans/bowls</p> <p><input type="checkbox"/> Cutting board(s)</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Utensils will not be needed</p> <p>Cook / reheat food</p> <p><input type="checkbox"/> Barbeque</p> <p><input type="checkbox"/> Stove/oven</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Foods will not need to be cooked or reheated</p>	<p>Keep food hot</p> <p><input type="checkbox"/> Barbeque</p> <p><input type="checkbox"/> Stove/oven</p> <p><input type="checkbox"/> Insulated containers</p> <p><input type="checkbox"/> Chafing dishes</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Foods will not need to be kept hot</p> <p>Check temperatures</p> <p><input type="checkbox"/> Probe thermometer (for foods)</p> <p><input type="checkbox"/> Refrigerator thermometer</p> <p><input type="checkbox"/> Thermometers will not be needed</p> <p>Protect food from contamination</p> <p><input type="checkbox"/> Tent/umbrella</p> <p><input type="checkbox"/> Food wrap</p> <p><input type="checkbox"/> Food storage containers</p> <p><input type="checkbox"/> Sneeze guard</p> <p><input type="checkbox"/> Other _____</p> <p>Provide dishware/cutlery for customers</p> <p><input type="checkbox"/> Single use (disposable)</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Dishware/cutlery will not be needed</p>

Part D - Continued

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 _____
- ☐ Power source is not needed

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 collection will not be needed

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 _____
- ☐ Dishwashing sinks will not be needed

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) _____
- ☐ Hand washing sinks will not be needed

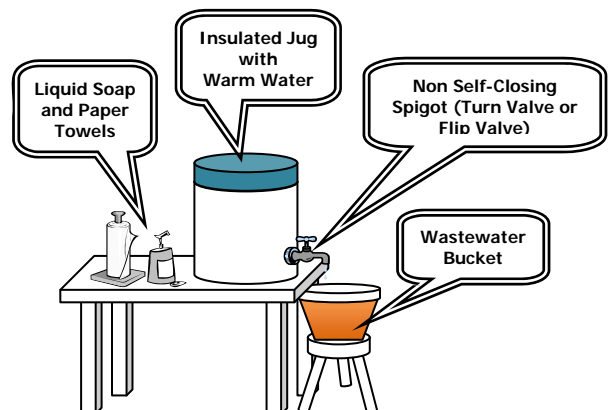
Cleaning and sanitizing equipment

- ☐ Dishwashing detergent
- ☐ Bleach: 2 tablespoon bleach in 1 gallon water or 1 tsp bleach per litre water)
- ☐ Other (describe) _____
- ☐ Sanitizer is not needed

How to Set up a Temporary Hand washing Station

This set-up may be considered for only 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 25 litres / 5 gallons is recommended.
- Dispose of wastewater into a sanitary sewer connection only (toilet or laundry sink).



Part E

SAFE FOOD PREPARATION, SANITATION PROCEDURES AND FOOD HANDLER TRAINING

Note: Complete this section only if you will be preparing food on site on the day of the event.

If you are preparing food at the event you need to provide a written plan that describes 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

INSTRUCTIONS

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

- | | |
|---|--|
| <input type="checkbox"/> Cold food will be stored and/or served at less than 4°C (40°F) | <input type="checkbox"/> All food will be obtained/purchased from a commercial food business |
| <input type="checkbox"/> Food will be cooked and/or reheated to at least 74°C (165°F). | <input type="checkbox"/> Food handlers will wash hands thoroughly before handling foods |
| <input type="checkbox"/> Hot foods will be served immediately or | <input type="checkbox"/> Food and/or utensils will be protected from contamination |
| <input type="checkbox"/> Hot foods will be stored at a minimum temperature of 60°C (140°F). | <input type="checkbox"/> Clean utensils will be used to serve foods |
| <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 | |

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. 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 certified and will be present during event.
- Attach a copy of the FOODSAFE certificate to this application

Name(s) of FOODSAFE certified food handler

Date of Certificate

Part F
APPLICANT SIGNATURE

Please ensure you have completed the required sections in as much detail as possible. Incomplete information could delay processing of your application.

The information I have provided is complete and accurate to the best of my knowledge. I further agree to comply with the provisions of the Food Premises Regulation (BC Reg 210/99) and any requirements of the Fraser Health Authority.

DATE OF APPLICATION (day/month/year)	PRINT NAME	SIGNATURE
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For Office Use Only

- ☐ **Permit Issued**
- ☐ **Approval Issued**
- ☐ **Permit/Approval not required**
(see reasons below)
- ☐ **Rejected** (see reasons below)

 DATE APPLICANT NOTIFIED (day/month/year)

Conditions of Permit:

Reasons:

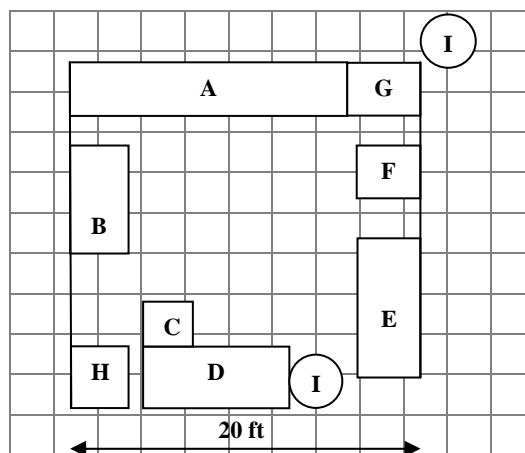
 EHO PRINTED NAME

 EHO SIGNATURE

 DATE (day/month/year)

INSTRUCTIONS

- Provide a diagram of your temporary food premises set-up
- Your diagram should include:
 - Equipment for food storage and preparation
 - Where food, utensils and single service items will be stored
 - Location of hand washing station(s)
 - Location of dishwashing station(s)
 - Wastewater and garbage containers
 - A canopy or acceptable roof cover or flooring may be required
 - Flooring may be required

Example Diagram of Temporary Food Premises Set-up


- 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

Diagram of My Temporary Food Premises Set-up at _____ (name of event)

