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# APPLICATION FOR APPROVAL OF TEMPORARY FOOD PREMISES

\* If you will be operating a mobile facility that has an existing Fraser Health Mobile Food Premises Permit or Approval, complete only Part A and attach a copy of your permit or approval for the mobile unit. All other applicants must complete Part A and Part B.

## PART A:

Person in Charge:		Organization:	
Mailing Address:		City:	Postal Code:
Contact Phone #:	Alternate Phone #:	Fax #:	
Event:			
Location:			
Date(s):		Hours of Operation:	

## PART B:

1. **Where** will food be prepared? Check (✓) all that apply.

At the event.       At an approved restaurant/kitchen?

Other – Describe: \_\_\_\_\_

(Complete **ALL** remaining items on this application)

No food preparation required.

(Complete the rest of the application

**EXCEPT** for sections 5,6, and 7)

2. Please describe the **food equipment** you will be using to:

Check (✓) all that apply.

Provide equipment details for all checked items.

Transport food. \_\_\_\_\_

Prepare raw foods. \_\_\_\_\_

Prepare ready to eat food. \_\_\_\_\_

Cook food. \_\_\_\_\_

Refrigerate foods. \_\_\_\_\_

Hot-hold foods. \_\_\_\_\_

Measure food temperature. \_\_\_\_\_

Protect food from contamination. \_\_\_\_\_

3. Please describe the **equipment and materials** you will provide:

Check (✓) all that apply.

Provide equipment details for all checked items. (a separate floor plan is advisable)

To wash/sanitize utensils. \_\_\_\_\_

For handwashing. \_\_\_\_\_

To supply potable water. \_\_\_\_\_

To contain wastewater. \_\_\_\_\_

To contain garbage. \_\_\_\_\_

For flooring. \_\_\_\_\_

- To protect work surfaces. \_\_\_\_\_  
(tent, umbrella etc)

4. For each proposed menu item indicate where the food was obtained (source). If the food requires any preparation **after being obtained**, please indicate which category (offsite/no cooking/cooking) applies from the Chart in Item 5.

MENU ITEM	SOURCE OF INGREDIENTS/MENU ITEMS	OFFSITE/NO COOKING/COOKING
BEVERAGES	SOURCE	<div style="border: 1px solid black; padding: 5px; text-align: center;">           See the Food Safety Plan Chart (next section) before deciding which category applies.         </div>

5. If you are supplying only prepackaged food from an approved source, proceed to Item 8. Otherwise, you must have a **Food Safety Plan**. Review the following chart and check (✓) all that apply:

TEMPORARY EVENT: FOOD SAFETY PLAN CHART		
<input type="checkbox"/> PREPARATION OFF-SITE	PREPARATION ON-SITE	
	<input type="checkbox"/> NO COOKING	<input type="checkbox"/> COOKING
RECEIVING From approved restaurant/kitchen.	RECEIVING From approved supplier.	RECEIVING From approved supplier.
TRANSPORT (CCP1) Hot: 60 °C or above. Cold: 4 °C or below.	TRANSPORT (CCP1) Cold: 4 °C or below.	TRANSPORT (CCP1) Cold: 4 °C or below.
STORAGE AT EVENT(CCP1) Hot: 60 °C or above. Cold: 4 °C or below ↓	STORAGE AT EVENT (CCP1) Cold: 4 °C or below.	STORAGE AT EVENT (CCP1) Cold: 4 °C or below.
	PREPARATION (CCP2) Prepare small amounts at a time. Thorough handwashing, good hygiene. Use sanitized equipment and utensils.	PREPARATION (CCP2) Prepare small amounts at a time. Thorough handwashing, good hygiene. Use sanitized equipment and utensils.
	COLD-HOLDING (IF APPLICABLE) (CCP1) 4 °C or below ↓	COOKING (CCP3) 74 °C unless specified otherwise. HOT-HOLDING (IF APPLICABLE) (CCP1) 60 °C or above ↓
Additional Information (attach an extra page if needed)		
SERVING		
☞ All foods must be protected from contamination.	☞ Limit situations where customers can self-serve.	☞ Provide single-use condiment packets or pump-style dispensers.
☞ Minimize the time between preparation and service.	☞ Foods to be dispensed using sanitized utensils only.	☞ Staff should handle either money or food, not both.

**CCP** indicates that this is a **Critical Control Point**, and special care must be taken to ensure that temperature **limits** and safe handling procedures are followed. For each CCP, temperatures must be **monitored** using a probe thermometer. If the limits are not met, you must take **corrective action** as follows:

- ☞ CCP1 Discard the food product if the temperature limit has been exceeded by more than 2 hours total.
- ☞ CCP2 Discard the food product if there is any possibility that it has been contaminated or improperly handled.
- ☞ CCP3 Continue to cook the food item until the required temperature is met.

**The Food Safety Plan Chart on this application form is for premises with minimal food preparation or non-potentially hazardous foods. A more detailed plan may be required at the discretion of the PHI.**

6. Complete the **Sanitation Plan** below and check (✓) all that apply. If necessary, provide additional information on a separate page.

SANITATION PLAN		
Items to be cleaned/sanitized	How often?	Procedure (include chemical concentrations where applicable)
<input type="checkbox"/> Food preparation surfaces		<input type="checkbox"/> Clean with _____ <input type="checkbox"/> Sanitize with _____
<input type="checkbox"/> Utensils, equipment		<input type="checkbox"/> Wash with _____ <input type="checkbox"/> Rinse with _____ <input type="checkbox"/> Sanitize with _____
<input type="checkbox"/> Hands		<input type="checkbox"/> Wash with _____ <input type="checkbox"/> Dry with _____
How will you dispose of wastewater?		
How will you dispose of garbage?		
What toilet facilities will be available for the staff?		

7. At least one person with **FOODSAFE training** must be present on-site at all times. Copies of certificates must be submitted with your application.

FOODSAFE CERTIFICATION	
Name(s) of Person(s) holding a FOODSAFE Certificate who will be on site during the event.	Date FOODSAFE Certificate was Issued

8. Please ensure that 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                      \_\_\_\_\_ Print Name                      \_\_\_\_\_ Signature

**FOOD PREMISES CANNOT OPERATE WITHOUT APPROVAL FROM THE HEALTH AUTHORITY  
THIS APPLICATION FORM IS DUE AT LEAST 14 DAYS PRIOR TO THE EVENT.**

**RETURN THIS APPLICATION TO:**

Fraser Health Authority  
Local Health Protection Office  
– see list of the offices on the last page.

For Office Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
_____ PHI Signature	_____ Date

## **Instruction Guide for Fraser Health Application for Approval of Temporary Food Premises.**

### **Event Details**

- Provide the name and mailing address of the Person in charge and or organization putting the event on.
- Provide a phone number where the person in charge or somebody knowledgeable with the event can be contacted during normal business hours.
- Provide details on the location of the event, the dates it is being held and the hours you plan to be operating the food premises.

### **Section 1 – Where will the food be prepared.**

Indicate which category applies to your event:

- If any food preparation is required for this event you will have to complete all sections of the application.
- If there is no food preparation involved sections 5, 6 and 7 of the form do not need to be completed.
- Please note – in general, preparation of food in a private household kitchen is not permitted for a temporary food premises.

### **Section 2 – Describe Food equipment used during event;**

Explain how each step will be carried out, including details of any equipment used.

- **Transport food** – How will food be kept hot or cold during transport, and what measures will be taken to protect it from contamination?
- **Prepare raw foods** – slicing chopping, cooking, etc.
- **Prepare ready to eat foods** – Foods that will be eaten without further cooking.
- **Measure food temperature** – What type of thermometers will you use, what foods will be checked for temperature and how often will you be checking?
- **Protect Food from Contamination** – How will foods be covered, wrapped, etc during transport and storage?

### **Section 3 – Equipment and Materials provided.**

Explain how each step will be carried out and describe the equipment used. A separate floor plan of the proposed facility should be provided to show the location of equipment and food handling areas.

- **Wash/Sanitize utensils** – this includes pots, pans, cooking utensils and serving tongs or spoons.
- **Hand Washing** – for all food handlers
- **Supply Potable Water** – A supply of water is required for drinking, cooking and hand washing purposes. Describe the source of water and how it is supplied to the facility.

- **Contain Wastewater** – How will you collect and dispose of wastewater generated by your facility?
- **Contain Garbage** – How will you collect and dispose of garbage for both the food preparation and food service areas?
- **Flooring** – What type of flooring / surface will be in the food preparation area?
- **Protect work surfaces.** - How will you protect work surfaces from contamination? – Use of an umbrella, tent, awning, etc.

#### **Section 4 Food Safety Plan details**

List all menu items , their source and indicate if they are to be prepared or cooked on site, off site or they will not require any cooking. Refer to the food safety plan chart for standard food safety plan requirements.

#### **Section 5 Food Safety Plan**

If you are supplying only prepackaged foods from an approved source – such as chocolate bars, bagged potato chips, canned pop, etc, proceed to section 8 of the form. If you are doing any food preparation at all, you must have a food safety plan.

Review the generic Food Safety Plan Chart and check off all sections that apply to your operation. The conditions noted below must be followed during the event. If your preparation is more complex than indicated in the generic chart, provide additional pages with a more detailed Food Safety Plan. Contact your Public Health Inspector if you require assistance.

#### **Section 6 Sanitation Plan**

Fill out the Sanitation Plan chart and attach additional sheets if needed to fully describe the cleaning and sanitation procedures you will be using. Indicate the type of cleaning and sanitizing agents you will be using and a general description of the methods used.

#### **Section 7 FoodSafe Certification**

If any food handling or preparation is taking place, at least one person with FoodSafe Training must be on site at all times. Provide the names and certification dates of all certified people who will be on site. Copies of their certificates must be provided with the application form.

Complete, sign and date the application and return it to the Health Authority office that is closest to your event. The application must be submitted 14 days prior to the event.



## Environmental Health Services – Local Office Contact Information

NAME	ADDRESS	OFFICE	FAX
Burnaby	#300-4946 Canada Way Burnaby, BC V5G 4H7	604-918-7683	604-918-7520
New Westminster	537 Carnarvon Street New Westminster	604-777-6740	604-525-3608
Tri-Cities	300-205 Newport Dr Port Moody BC V3H 5C9	604-949-7700	604-949-7706
Maple Ridge	400-22470 Dewdney Trunk Road Maple Ridge BC V2X 5Z6	604-476-7000	604-476-7077
Surrey	Ste 350, 9801 King George Hwy Surrey BC V3T 5H5	604-587-7610	604-587-7615
Delta/White Rock	11245-84 <sup>th</sup> Avenue Delta BC V4C 2L9	604-507-5478	604-507-5492
Langley	c/o Langley Memorial Hospital 22051 Fraser Hwy Langley BC V3A 4H4	604-514-6121	604-514-6122
Abbotsford	207-2776 Bourquin Cres W. Abbotsford BC V2S 6A4	604-870-7900	604-870-7901
Chilliwack/Agassiz	45470 Menholm Road Chilliwack BC V2P 1M2	604-702-4950	604-702-4951
Mission	32618 Logan Ave Mission BC V2V 6C7	604-814-5515	604-814-5518
Hope	444 Park Street Hope BC V0X 1L0	604-860-7630	604-869-2332

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