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HH# _____

FOOD SERVICES APPLICATION for A SINGLE OPERATION OVER 14 DAYS

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/On-site contact 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.

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

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

Table with 3 columns: Name, Cert. Date, Cert. Number. Two rows for food handler information.

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

REQUIREMENTS FOR FOOD SERVICES

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

Requirements	How you will meet the requirements. Check (✓) one or more that applies
Construction of outdoor booth <ul style="list-style-type: none"> • An overhead cover over all food contact surfaces, equipment, food storage and display areas. • Cooking equipment located away from public to protect food from contamination and to prevent injury. • Flooring is a hard, level surface. • Food is not stored on the ground. 	<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
Hand Washing Station *Must be at the booth and operational prior to the start of food handling. **Public or staff washroom sink not acceptable. <ul style="list-style-type: none"> • Liquid soap in pump dispensers and single-use paper towels. • Potable hot and cold running water under pressure and hands free washing. 	<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"/> 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 / handling on site (acceptance is subject to Health review)
Additional Sinks – Warewashing, Dishwashing and Sanitizing Equipment <ul style="list-style-type: none"> • 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. • A commercial dishwasher to wash and sanitize reusable containers and utensils used by the public. 	<input type="checkbox"/> 2-comp sink accessible at the venue <input type="checkbox"/> Sink in 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
Sanitizing Solution <ul style="list-style-type: none"> • Provide approved sanitizing solution for food contact surfaces in labelled containers: <ul style="list-style-type: none"> ○ 100 ppm chlorine (2 to 3 ml of unscented bleach to 1L of water). ○ 200 ppm quaternary ammonium (follow label instructions). 	<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)
Wastewater Collection/Disposal <ul style="list-style-type: none"> • Collected and disposed of in the sanitary sewer. Not to be drained on the ground or into storm drains. 	<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
Garbage Collection <ul style="list-style-type: none"> • Adequately sized bins, leak-proof and disposed of in a sanitary manner. 	<input type="checkbox"/> Organizer / coordinator to provide containers and collect <input type="checkbox"/> Will have containers at booth and dispose at venue <input type="checkbox"/> Will have containers at booth and dispose off site
Food Protection <ul style="list-style-type: none"> • Food shall be protected from contamination. • 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. 	<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
Cold-holding during Transport and On-site <ul style="list-style-type: none"> • Mechanical refrigeration preferred and may be required OR equivalent method to consistently maintain potentially hazardous foods at 4°C (40°F) or below at all times. • Maintain internal food temperature at 4°C (40°F) or below at all times. 	<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
Cooking / Reheating <ul style="list-style-type: none"> • Foods to be cooked or reheated to an internal food temperature to 74°C (165°F) or above. 	<input type="checkbox"/> Use a stove or oven at the booth with appropriate power supply <input type="checkbox"/> Use a barbeque at the booth <input type="checkbox"/> Other equipment, specify _____ <input type="checkbox"/> No need to cook or reheat
Hot-holding during Transport and On-site <ul style="list-style-type: none"> • Maintain internal food temperature at 60°C (140°F) or above at all times. 	<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
Monitoring Food Temperatures <ul style="list-style-type: none"> • Provide accurate thermometers to check internal food temperature on site. • Check and record temperatures before and after transport. • Monitor and record temperatures every 2 hours thereafter. 	<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 food premises.

Signature of Applicant

Date of Application

Event coordinators and Market managers are responsible to ensure application forms are submitted **14** days in advance of the event/market. Please return this application to the coordinator of your event/market. If there is no coordinator, please send the application directly to the health office on time. **Incomplete applications will not be approved.**

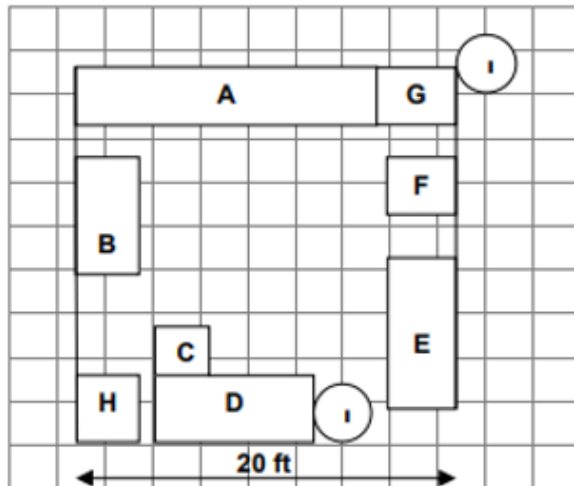
Permit fee is \$12.50 per month based on the number of months (partial or full) that the operation is open for business. Complete credit card information below. Cash, credit or debit payments are also accepted in person at the health office. An additional administration fee of \$50 will be charged for late applications.

Credit Card Type _____ Card # _____ Expiry Date MM/YY _____

Name on Card _____ Permit Fee Amount \$ _____

A LAYOUT OF YOUR FOOD PREMISES WILL 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

PLEASE PROVIDE A LAYOUT OF YOUR FOOD PREMISES OR EXTENSION OF YOUR MOBILE FOOD PREMISES BELOW:

LAYOUT OF MY FOOD PREMISES AT _____ (Name of Event)

MY BOOTH NUMBER AT THE EVENT IS # _____

A large grid for drawing a food premises layout. The grid is composed of 20 columns and 25 rows of small squares, providing a space for the applicant to draw their booth or food premises.