

Application To Operate A Temporary Food Service

Environmental Public Health

Complete and submit this application to EPHDirect@interiorhealth.ca. Submit one application per event. Applications must be submitted at least 14 days before the start of the event. Incomplete or late applications may not be processed. **Applications submitted less than 14 days before an event are considered late and subject to a \$50 administrative late fee.** An Environmental Health Officer (EHO) will review your application, and a Temporary Food Service Permit will be issued for approved applications. If you have any questions, review the [Health Approval for Temporary Food Services Guideline](#) or contact EPHDirect@interiorhealth.ca.

APPLICANT & EVENT DETAILS

FOOD RESTRICTIONS

Foods must be obtained from an **approved commercial source** and any preparation must either occur **on-site at the event, off-site at an approved food premises, or both**. **Home prepared foods are not acceptable.**

PERMIT EXEMPT FOODS

An application is not required if offering the following foods. Operation is limited to 14 days per calendar year. All Food Restrictions apply. Any beverages or condiments not listed must come from an approved commercial source and require no further handling.

- Beverages made from commercial pre-mixes (lemonade, iced tea, hot chocolate); no dairy or plant-based alternatives.
- Black coffee or tea; individual shelf-stable creamers allowed.
- Cotton candy, popcorn.
- Shaved ice; no dairy or plant-based alternatives.
- Shelf stable commercially prepared baked goods (cookies, fruit pies, squares) or dry snacks (chips, nuts); no dairy, meat, poultry, seafood, or plant-based alternatives.

APPLICANT INFORMATION

Operator Name *(Individual Operating the Temporary Food Service)*

Operator Email

Operator Phone Number

Temporary Food Service Name *(Temporary Food Premises Name or Organization Name)*

Have You Operated a Temporary Food Service in Interior Health Before?

☐ Yes ☐ No

Specify Temporary Food Service Name *(if applicable)*

Do you have a Permit to Operate a Food Premises from Interior Health?

☐ Yes ☐ No

Specify Food Premises Name and Address *(if applicable)*

Do you have a Permit to Operate from another BC Health Authority?

☐ Yes (Permit Attached) ☐ No

Specify Health Authority *(if applicable)*

EVENT DETAILS

Name of Event

Event / Venue Location *(e.g. Name of Park, Hall, etc.)*

Event Address

Event City

Is There an Event Coordinator?

☐ Yes ☐ No ☐ Unknown

Event Coordinator Name *(if applicable)*

Event Coordinator Email

Event Coordinator Phone Number

Event Dates (Limited To 14 Days or Less Per Calendar Year)

Date (DD-MMM-YYYY)	Start Time	End Time	Date (DD-MMM-YYYY)	Start Time	End Time

MENU & FOODSAFE TRAINING

GENERAL DESCRIPTION OF FOOD SERVICES

Check (✓) all that apply

- ☐ Foods contain raw ingredients (e.g. meat, poultry, seafood or plant-based alternatives).
 - ☐ Foods are ready-to-eat (safe to eat without further handling other than portioning and serving).
 - ☐ Foods are commercially pre-cooked and prepackaged.
 - ☐ Foods / beverages contain dairy, egg or plant-based alternatives.
 - ☐ Foods come from a restaurant (e.g. take-out).
 - ☐ Foods require assembly.
 - ☐ Freshly prepared beverages.
 - ☐ Foods require reheating.
 - ☐ Foods require cooking.

MENU

[illegible]

For on-site preparation, provide details on next page. For off-site preparation, provide name of the Approved Food Premises:

FOODSAFE TRAINING

At least one person with a valid FOODSAFE Level I Certificate or equivalent must be present at all times. List the name(s) of the person(s) who is / are certified and will be present on-site at the event.

Name(s) of FOODSAFE Level 1 certified food handler	FOODSAFE Certificate Attached
	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes

TEMPORARY FOOD PREMISES DETAILS

TYPE OF PREMISES USED TO PREPARE / SERVE FOOD ON-SITE AT THE EVENT <i>Check (✓) all that apply</i>		NUMBER & LOCATION AT THE EVENT <i>How many will be located indoors / outdoors? Specify the number</i>		
<input type="checkbox"/> Temporary food booth (e.g. tables and tents).		Indoor:	Outdoor:	
<input type="checkbox"/> Kitchen (e.g. inside a church or community hall) Name if using an approved food premises _____		Indoor:	Outdoor:	
<input type="checkbox"/> Food mobile without BC Permit to Operate (e.g. food truck, cart, trailer).		Indoor:	Outdoor:	
<input type="checkbox"/> Food mobile with BC Permit to Operate with service at a separate location Approved mobile name _____		Indoor:	Outdoor:	
UTILITIES <i>Check (✓) AT LEAST one per category</i>				
Power Supply <input type="checkbox"/> Battery <input type="checkbox"/> Electrical connection <input type="checkbox"/> Gas / propane <input type="checkbox"/> Generator <input type="checkbox"/> N/A	Potable Water Source <input type="checkbox"/> City water / approved water system <input type="checkbox"/> Bottled water <input type="checkbox"/> Bulk water hauler	Waste Water Collection <input type="checkbox"/> Holding tank <input type="checkbox"/> Container / bucket <input type="checkbox"/> Direct connection to existing plumbing	Waste Water Disposal <input type="checkbox"/> City Sewer <input type="checkbox"/> Sani Dump	Garbage Collection & Disposal <input type="checkbox"/> Garbage cans and haul away <input type="checkbox"/> Garbage cans and dumpster on-site
LAYOUT <i>Check (✓) AT LEAST one per category</i>				
<p style="color: red; text-align: center;"><i>This section may be omitted for an approved food premises, such as a food mobile with a valid BC Permit to Operate. However, details must be provided for any additional setups outside of the mobile unit.</i></p> <div style="display: flex;"> <div style="flex: 1; padding-right: 20px;"> <p>Provide the layout of your temporary food premises. If there is more than one temporary food premises, submit additional layouts as attachments. See Example Diagram on Page 6. Draw and label:</p> <p><input type="checkbox"/> Additional layouts attached</p> </div> <div style="flex: 2;"> <ol style="list-style-type: none"> 1. Areas used to store food and food contact surfaces, including single-use utensils 2. Areas and equipment used for food preparation 3. Handwashing and dishwashing stations (if applicable) 4. Wastewater and garbage collection areas 5. Outdoor premises only – confirm the following: <div style="margin-left: 20px;"> <input type="checkbox"/> There is an overhead cover to protect foods / food contact surfaces <input type="checkbox"/> There is flooring to prevent mud / dust / dirt from contaminating food / food contact surfaces </div> </div> </div>				
Layout of my Temporary Food Premises located at: _____				
Grid area for drawing layout				

FOOD SAFETY & SANITATION PLANS

Review the food safety and sanitation requirements below and indicate how these requirements will be met.

Approval is based on accurate information provided and the discretion of the EHO.

Additional Food Safety Plan and / or Sanitation Plan information may be requested.

FOOD SAFETY REQUIREMENTS	HOW WILL REQUIREMENTS BE MET? <i>Check (✓) AT LEAST one per category</i>	
Food Source & Location of Preparation <ul style="list-style-type: none"> Foods must be from an approved source. Foods must be prepared at an approved location. 	Food Source <input type="checkbox"/> Foods are from an approved commercial source / supplier.	Food Preparation <input type="checkbox"/> Foods are prepared on-site (Temporary Food Premises). <input type="checkbox"/> Foods are prepared off-site at an approved food premises.
Food Protection During Transport & On-Site <ul style="list-style-type: none"> Foods and food contact surfaces must be protected from contamination. 	Protection <input type="checkbox"/> Food grade containers. <input type="checkbox"/> Food grade covers / wraps. <input type="checkbox"/> Sneeze guards / display cases. <input type="checkbox"/> Roof / tent / umbrella.	Food Contact Surfaces <input type="checkbox"/> Food contact surfaces made of non-toxic, smooth, non absorbent, and easy to clean material.
Keeping Foods Cold During Transport & On-Site <ul style="list-style-type: none"> Foods must be transported at 4°C (40°F) or colder. Cold foods must be stored and served at 4°C (40°F) or colder. <i>Note: mechanical refrigeration may be required at the discretion of the EHO</i>	<input type="checkbox"/> Refrigeration / freezer unit(s), with power supply. <input type="checkbox"/> Cooler(s) with ice / ice packs. <input type="checkbox"/> Foods do not need to be kept cold.	
Keeping Foods Hot During Transport & On-Site <ul style="list-style-type: none"> Hot foods must be transported at 60°C (140°F) or hotter. Foods must be cooked and / or reheated prior to hot holding. Hot foods must be held at 60°C (140°F) or hotter OR served immediately. 	<input type="checkbox"/> Chafing dishes / barbeque / stove / oven, with power supply. <input type="checkbox"/> Chafing dishes, with adequate fuel supply. <input type="checkbox"/> Insulated containers. <input type="checkbox"/> Foods do not need to be kept hot.	
Cooking & Reheating <ul style="list-style-type: none"> Foods requiring cooking and / or reheating must reach an internal temperature of 74°C (165°F) or hotter. Adequate ventilation must be available to prevent the accumulation of smoke, grease, condensation and odours. 	Cooking / Reheating <input type="checkbox"/> Barbeque / stove / oven / cooking appliance, with power supply. <input type="checkbox"/> Foods do not need to be cooked / reheated.	Ventilation <input type="checkbox"/> Vent hood / building vents. <input type="checkbox"/> Located outdoors.
Monitoring Food Temperatures <ul style="list-style-type: none"> Accurate thermometers must be available to monitor food temperatures. Food internal temperatures require an accurate probe thermometer. Temperatures must be checked every 2 hours. Foods kept between 4°C (40°F) and 60°C (140°F) for more than 2 hours must be discarded. 	Equipment <input type="checkbox"/> Refrigerator thermometer(s). <input type="checkbox"/> Infrared thermometer(s). <input type="checkbox"/> Probe thermometer(s).	Monitoring <input type="checkbox"/> Staff will check and record temperatures every 2 hours and discard food as needed. See Time / Temp Monitoring Log Template on Page 6.
Food Handler <ul style="list-style-type: none"> Food handler(s) must handle food in a safe and sanitary manner and practice good hand and personal hygiene. Ill food handlers must not handle food. <i>Reminder: At least one food handler certified in FOODSAFE Level 1 or equivalent must be present at all times.</i>	Personal Hygiene <input type="checkbox"/> Staff maintains clean appearance and does not come to work when ill.	Hand Hygiene <input type="checkbox"/> Hands washed before handling food / after change of tasks. <input type="checkbox"/> Gloves changed between tasks & hands washed before and after glove use.

SANITATION REQUIREMENTS	HOW WILL REQUIREMENTS BE MET? <i>Check (✓) AT LEAST one per category</i>	
Handwashing Stations <ul style="list-style-type: none"> • Must be set up in each food preparation area prior to food handling. • Must remain accessible at all times during the event. • Must be supplied with adequate quantity of potable hot and cold (or warm) running water (continuous flow under pressure). • Must be supplied with liquid soap, single-use paper towels. <p><i>Note: Public / staff washroom sinks are not acceptable. Use of a Temporary Handwashing Stations may not be allowed for complex food preparation; when large volumes of food are prepared; or when raw meat / poultry / seafood is handled.</i></p>	Handwashing Station <ul style="list-style-type: none"> <input type="checkbox"/> Plumbed-in hand sink <input type="checkbox"/> Portable hand sink with pressurized potable hot / cold running water. <input type="checkbox"/> Temporary Handwashing Station with access to adequate supply of potable hot / cold water. <i>See Temporary Handwashing Station set up on Page 6.</i> 	Handwashing Supplies <ul style="list-style-type: none"> <input type="checkbox"/> Adequate supply of liquid soap and paper towels will be available.
Dishwashing & Sanitation <ul style="list-style-type: none"> • Food contact surfaces (e.g. tables, cutting boards, tongs, bowls, etc.) must be maintained in a sanitary manner: washed with warm soapy water, rinsed with clear hot water, sanitized with an appropriate sanitizing solution, then allowed to air dry. • A dishwashing station must be available where there is complex food preparation; when large volumes of food is prepared; or when raw meat / poultry / seafood is handled. • Dishwashing stations must have at least 2 sink compartments adequately supplied with potable hot and cold running water. A mechanical dishwasher may replace this sink requirement. <p><i>Note: Alternate dishwashing setups may be allowed subject to the discretion of the EHO.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> A Temporary Dishwashing Station will be set up on-site with access to adequate supply of potable hot and cold running water. Food contact surfaces / utensils will be cleaned and sanitized every 2 hours. <i>See Temporary Dishwashing Station setup on Page 6.</i> <input type="checkbox"/> Dishwashing will occur during or after the event using a three-compartment sink / mechanical dishwasher at an approved food premises. Sufficient number of clean food contact surfaces / utensils will be available during the event (cleaned / sanitized or replaced every 2 hours). <input type="checkbox"/> Dishwashing not needed. Only single-use disposable dishware / utensils will be used, if needed. <input type="checkbox"/> Large surfaces / equipment that cannot otherwise fit in a sink will follow Clean-In-Place procedures (cleaned and sanitized every 2 hours). 	
Dishware / Utensils for Customers <ul style="list-style-type: none"> • Food is served in a sanitary manner. 	<ul style="list-style-type: none"> <input type="checkbox"/> Dishware / utensils are single-use disposable. <input type="checkbox"/> Dishware / utensils are cleaned and sanitized after each use. <input type="checkbox"/> Dishware / utensils not provided to customers. 	
Detergent & Sanitizing Solution <ul style="list-style-type: none"> • An adequate quantity of detergent must be on-site to clean food contact surfaces. • An adequate quantity of an acceptable sanitizing solution must be prepared and available on-site to sanitize food contact surfaces. • Sanitizer test strips available for each chemical sanitizer. 	Detergent <ul style="list-style-type: none"> <input type="checkbox"/> Adequate supply of detergent available. 	Sanitizing Solution <ul style="list-style-type: none"> <input type="checkbox"/> Chlorine Bleach 200 ppm solution (14 mL / 4.5 L or 1 tsp / litre), test strips available. <input type="checkbox"/> Quaternary Ammonia 200 ppm solution (as per manufacturer's directions), test strips available.

APPLICANT DECLARATION

- ☐ I am responsible for this food service, and I declare that the information in this application is true and accurate to the best of my knowledge.
- ☐ I agree to serve only those foods listed in this application and to comply with the Food Safety & Sanitation Requirements.
- ☐ I understand that food preparation and service to the public shall not start until this application has been approved and a Temporary Food Service Permit has been issued.
- ☐ I understand it is my responsibility to advise the Health Authority in advance of any changes.

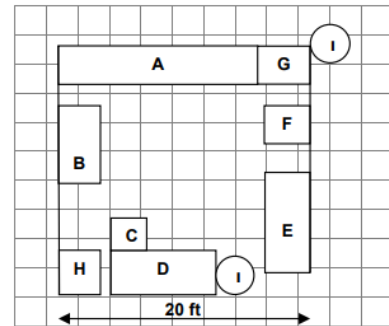
Date of Application (DD-MMM-YYYY)	Print Name	Signature (not required for email submissions)
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This is not part of your application. This is additional information.

Example Diagram of Temporary Food Premises Layout

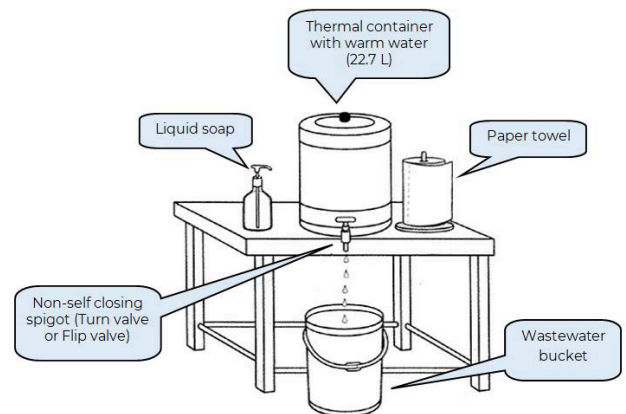
- A - Customer order/service table
- B - Refrigerator
- C - Handwashing station
- D - Food preparation table
- E - Barbecue grill
- F - Chafing dishes
- G - Condiment table
- H - Dishwashing double sink
- I - Garbage containers

Set-up is on a concrete walkway
Tent will cover entire set up.



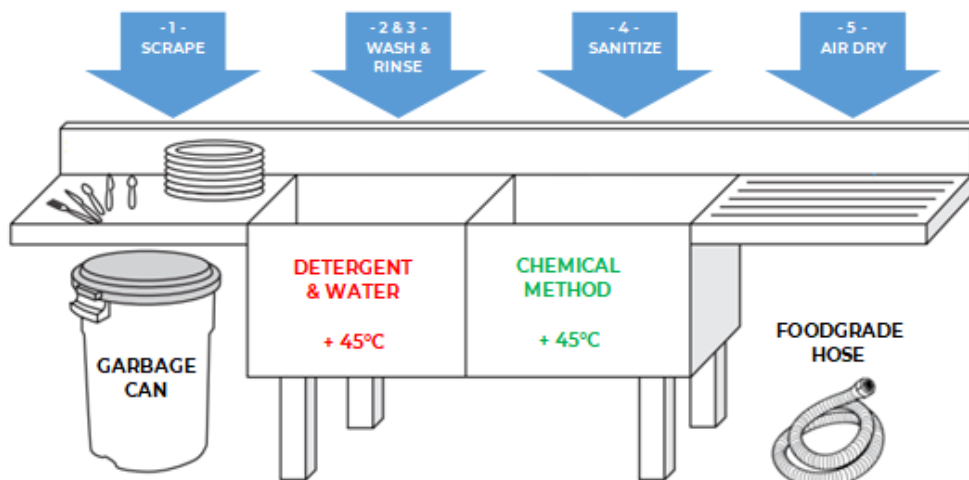
How to Set Up a Temporary Handwashing Station

1. Provide enough warm potable water. Heat up some water and keep it in a thermal container with a spigot. At least 22.7 litres / 6 gallons is recommended.
2. Collect the wastewater in a container or bucket. Dispose of the wastewater in an appropriate location, like a sanitary sewer (e.g. toilet or laundry sink).
3. Stock the area with liquid soap and paper towels.
4. Always wash your hands before starting work, after handling raw proteins and after using the toilet. Wet your hands, lather with liquid soap for 20 seconds, rinse, then dry with a paper towel.



How to Set Up a Temporary Dishwashing Station

1. Set up a 2-compartment sink station. One sink will be used to wash and rinse, and one sink will be used to sanitize. DO NOT mix chlorine with detergent. Use test strips to check concentration of sanitizer.
2. Have space to scrape off food residue / garbage before washing, and space to air dry the dishes / utensils after sanitizing.
3. Provide the sinks with an adequate supply of pressurized hot and cold potable water (e.g. with food grade hose).
4. Collect and dispose of wastewater in an appropriate manner.



CHLORINE SOLUTION

200 ppm submerge for at least 10 seconds

Use 5.25% bleach:

- 1 tsp per 1 L water
- 14 ml per 4.5 L water

QUATERNARY AMMONIUM (QUATS)

200 ppm submerge for at least 30 seconds

Follow manufacturer's instructions



TIME / TEMPERATURE LOG

Record temperatures of food served at the event. Indicate times as a.m./p.m. and temps as either F or C.

[illegible]

If food is greater than 4°C (40°F) for less than 2 hours, transfer food to a cooler that is less than 4°C (40°F).