



**GUIDELINE**

Temporary Food Premises

**SECTION**

Environmental Health Services

**AUTHORIZATION**

Director, Health Protection

**DATE APPROVED**

4 March 2003

**DATE REVISED**

October 26, 2004

**GUIDELINE**

All temporary food premises must comply with the Health Act and Food Premises Regulation as outlined hereafter.

**INTENT**

Temporary or special events take place on a regular basis in the Fraser Health Authority. In most cases, these events involve the sale and/or serving of foods to the public. This guideline is intended to assist staff in the approval and monitoring of the temporary food premises in these events and to guide food premises operators in complying with the legislation.

**DEFINITIONS**

**“food service establishment”** – a food premises in which food is processed, served or dispensed to the public.

**“food establishment”** – a food premises in which food is served or dispensed to the public ( no preparation or cooking on site).

**“temporary”** – means less than 14 days in a year.

**“special event”** – a temporary gathering of the public and participants either at outdoor or indoor facilities for the purposes of civic celebrations, fairs, exhibitions, sporting events, entertainment, fund raising activities, etc.

**“event organizer”** – a person who is designated and responsible for planning, organizing and coordinating the activities for a special event.

**“Public Health Inspector”** – as defined in the Health Act

**PROCEDURE**

1. A food premises is either a food service establishment or a food establishment.
2. No person shall operate a temporary food premises unless it has been approved by a Public Health Inspector (PHI).

**A. Approval to operate a food establishment at a special event**

1. A person or organization that wishes to operate a temporary food establishment must submit a completed **“APPLICATION FOR APPROVAL OF TEMPORARY FOOD PREMISES”** ( Appendix 1) at least 14 days prior to the event.

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2. The district PHI shall, whenever possible, notify the applicant of any concerns within 3 working days after receiving the Application. A meeting may be held with the applicant to discuss the health concerns.
3. If the applicant meets all the health requirements, the district PHI shall issue an “**APPROVAL TO OPERATE A TEMPORARY FOOD PREMISES**” (Appendix 2). The district PHI may impose additional conditions to the **APPROVAL TO OPERATE**.
4. If the district PHI declined to issue an “**APPROVAL TO OPERATE**” to a temporary food premises he/she shall provide the reason(s) for rejection to the applicant.

**B. Approval to operate a food service establishment at a special event**

1. A person or organization that wishes to operate a temporary food service establishment must submit a completed “**APPLICATION FOR APPROVAL OF TEMPORARY FOOD PREMISES**” (Appendix 1) at least 14 days prior to the event.
2. The district PHI shall, whenever possible, notify the applicant of any concerns within 3 working days after receiving the Application. A meeting may be held with the applicant to discuss the health concerns.
3. If the applicant meets all the health requirements, the district PHI shall issue a “**PERMIT TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT**” (Appendix 3). The district PHI may impose additional conditions to the **PERMIT TO OPERATE**.
4. If the district PHI declined to issue a “**PERMIT TO OPERATE**” a temporary food service establishment he/she shall provide the reason(s) for rejection to the applicant.
5. Prior to the issuance of the permit, the district PHI shall review with the applicant each step of the Food Safety Plan as stated in item 5 of the Application form.
6. If the applicant holds a valid permit issued by Fraser Health Authority the applicant shall attach a copy of the permit to the Application form. A “**PERMIT TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT**” will not be issued to the applicant. The district PHI shall contact the office where the permit was issued to ascertain that the applicant has, in fact, been approved to operate a mobile food service establishment, together with the submitted menu items.

**C. Minimum requirements for operating a food establishment**

1. No food preparation or cooking is permitted.
2. The concession must have a canopy or roof cover acceptable to the Health Authority. Flooring acceptable to the Health Authority may be required if conditions are wet, muddy, dusty, etc.



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3. All food must be from an approved source. Food from a private home or other unapproved premises is not allowed. All pre-packaged food must be individually labelled with the name and address of the person who packaged it, or the facility where it was packaged.
4. Only single service (i.e. disposable) dishes and cutlery are to be used.
5. Only food handlers are to dispense food items. No self-service is permitted with the exception of pre-packaged food. (Self-service condiments shall be either individually packaged items or dispensed from squeeze bottles or pump-type dispensers.)
6. Food and utensils must be protected from contamination at all times. Food must be dispensed in a safe and sanitary manner. Facilities for washing and sanitizing utensils must be provided if the Public Health Inspector deems it necessary.
7. Hot food must be kept hot (60° C/140° F or hotter) and cold food must be kept cold (4° C /40° F or colder). Accurate thermometers must be provided on site in order to monitor food temperatures.
8. Food handlers must practice good personal hygiene, wear clean garments, and refrain from smoking while within the food premises.
9. Covered, lined, garbage containers must be available.

**D. Minimum requirements for operating a food service establishment**

1. The concession must have a canopy or a roof cover acceptable to the Health Authority. Flooring acceptable to the Health Authority may be required if conditions are wet, muddy, dusty, etc.
2. All food must come from an approved source. Food preparation/storage in a private home or other unapproved premises is not allowed. All pre-packaged food must be individually labelled with the name and address of the person who packaged it or the facility where it was packaged.
3. Only single service (i.e. disposable) dishes and cutlery are to be used.
4. Food contact surfaces must be smooth, non-absorbent, and easily cleanable.
5. Only food handlers are to dispense food items. No self-service is permitted with the exception of prepackaged food. (Self- service condiments shall be either individually packaged items or dispensed from squeeze bottles or pump-type dispensers.)
6. Food and utensils and work surfaces must be protected from contamination at all times.
7. Hot food must be kept hot (60° C /140° F or hotter) and cold food must be kept cold (4° C / 40° F or colder). Accurate thermometers must be provided on site in order to monitor food temperatures. Mechanical refrigeration is required unless the applicant can demonstrate that food can be held at 4°C

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or less by other means. The volume of food, hours of operation, and the hazardous nature of the food product(s) will be the determining factors for the need for mechanical refrigeration.

8. Food handlers must practice good personal hygiene, wear clean garments, and refrain from smoking while within the food premises.
9. A handwash sink with hot and cold, potable, running water and liquid soap and paper towels is required. Waste water must be disposed of into a sanitary sewer or waste water holding tank for later disposal into a sanitary sewer.

Alternate handwash facilities with warm water, acceptable to the Health Authority, may be approved if the temporary food service establishment is preparing only a single food for which the on-site preparation involves minimal risk to food safety. Or, the preparation involves minimal direct hand contact with more than one food. Such food includes (but not limited to) ice cream novelties, hot dogs, cotton candy, coffee, popcorn, roasted nuts, and the re-heating/cooking of food which has been prepared elsewhere at an approved food premises.

The alternate handwash facility must have a water capacity of at least 36 L (8 gallons).

10. Covered, lined, garbage containers must be available.
11. At all times during the event at least one Foodsafe certified food handler must be present in the food premises.
12. A Food Safety Plan and a Sanitation Plan for the event must be available on-site during the event. The food vendor must follow the procedures outlined in the Food Safety Plan and the Sanitation Plan.
13. A two compartment sink with hot and cold running water, large enough to accommodate all utensils for which cleaning and sanitizing is required, unless the applicant can demonstrate through his Sanitation Plan that such equipment is not necessary (i.e. if there's no need to clean and sanitize utensils on site). If there is considerable preparation and cooking of potentially hazardous food on-site then a two-compartment sink is required.
14. Depending on the complexity of the operation a layout plan of the food premises may be required.
15. Water supply lines must be approved potable waterlines and connected with a back-flow prevention device.

**E. Special event involving two or more food premises**

1. If the special event is a recurring event from the previous year, the district PHI shall contact the event organizer at least 30 days prior to the event to review, if necessary, the organizing deficiencies identified during the previous event and to review the organization and coordination of the upcoming event.



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2. When the district PHI is made aware of an up coming special event involving 2 or more food premises, he/she shall contact the organization responsible for the event, and identify the event organizer. The event organizer shall submit the following to the district PHI at least 30 days prior to the event:
  - a complete list of food premises including contact person, name, telephone and fax number, for those participating at the event.
  - a detailed site plan showing the locations of the participating food premises, connections for potable water and electrical power, hand washing stations (if applicable), garbage containers, washroom facilities, and point of discharge for waste water.
3. The district PHI shall notify the event organizer of any concerns within 7 days after receiving the above information. A meeting may be held with the event organizer to discuss the concerns.
4. Each food vendor who will be participating at the special event must fill out an **“APPLICATION FOR APPROVAL OF TEMPORARY FOOD PREMISES”** (Appendix 1) and submit the same to the district PHI at least 14 days prior to the event.
5. The district PHI shall, whenever possible, notify the applicant of any concerns within 3 working days after receiving the Application. A meeting may be held with the applicant to discuss the health concerns.
6. If the applicant meets all the health requirements, the district PHI shall issue either an **“APPROVAL TO OPERATE A TEMPORARY FOOD PREMISES”** (Appendix 2) or a **“PERMIT TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT”** (Appendix 3).
7. In consultation with the site Health Protection Manager, the district PHI may inspect the temporary food premises prior to and during the event.
8. If inspections are conducted during the event, the **“APPROVAL TO OPERATE”** or **“PERMIT TO OPERATE”** may be given to the operators at the time of inspection. If inspections will not be carried out during the event, the **“APPROVAL TO OPERATE”** or **“PERMIT TO OPERATE”** shall be provided to the operators prior to the event.
9. If necessary, the district PHI shall provide a written summary of the concerns identified during the event, including recommendations to the event organization within 60 days after the event.

**APPENDICES**

APPENDIX 1: Application for Approval of Temporary Food Premises

APPENDIX 2: Approval to Operate – A Temporary Food Premises

APPENDIX 3: Permit to Operate – A Temporary Food Service Establishment

## APPLICATION FOR APPROVAL OF TEMPORARY FOOD PREMISES

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

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

- |   |   |
|---|---|
| <input type="checkbox"/> At the event. <input type="checkbox"/> At an approved restaurant/kitchen?<br><input type="checkbox"/> Other – Describe: _____<br>(Complete <b>ALL</b> remaining items on this application) | <input type="checkbox"/> No food preparation required.<br>(Complete the rest of the application<br><b>EXCEPT</b> for sections 5,6, and 7) |
|---|---|

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

- |   |   |
|---|---|
| <u>Check (✓) all that apply.</u>                          | <u>Provide equipment details for all checked items.</u> |
| <input type="checkbox"/> Transport food.                  | _____   |
| <input type="checkbox"/> Prepare raw foods.               | _____   |
| <input type="checkbox"/> Prepare ready to eat food.       | _____   |
| <input type="checkbox"/> Cook food.                       | _____   |
| <input type="checkbox"/> Refrigerate foods.               | _____   |
| <input type="checkbox"/> Hot-hold foods.                  | _____   |
| <input type="checkbox"/> Measure food temperature.        | _____   |
| <input type="checkbox"/> Protect food from contamination. | _____   |

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

- |  |  |
|--|--|
| <u>Check (✓) all that apply.</u>   | <u>Provide equipment details for all checked items.</u> (a separate floor plan is advisable) |
| <input type="checkbox"/> To wash/sanitize utensils.                        | _____  |
| <input type="checkbox"/> For handwashing.                                  | _____  |
| <input type="checkbox"/> To supply potable water.                          | _____  |
| <input type="checkbox"/> To contain wastewater.                            | _____  |
| <input type="checkbox"/> To contain garbage.                               | _____  |
| <input type="checkbox"/> For flooring.                                     | _____  |
| <input type="checkbox"/> To protect work surfaces.<br>(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 FHA 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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