



February 2017

Dear Business Owner/Vaisakhi Festival Food Booth Volunteer:

**Re: Surrey Vaisakhi Parade
Serving/Distributing Food at Community Festivals**

Thank you for reviewing this package which is intended to stream-line the food permit application process and make your experience as a food booth server/volunteer safe.

In this package you will find:

- A Temporary Food Premises Application Package must be completed and submitted at least 14 days prior to the event. **The deadline for this year is April 10th, 2017.**
- Information on **Food Safety Do's and Don'ts.**
- Information on procedures and equipment required for **proper hand washing.**

Once you have reviewed the enclosed information please submit the completed application in person, by mail or by fax to:

Surrey Health Protection
Suite 100, 13450 102nd Ave
Surrey BC V3T 5X3
604-930-5405 Ext. 765612
Fax: 604-930-5415

If you have any questions, please call your local Environmental Health Officer. They are happy to provide you with information on how you can protect yourself and others from getting sick. Punjabi speaking Environmental Health Officers will be available to assist you in the application process.

Thank you for your time and attention towards this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Inderjeet Gill".

Inderjeet Gill, Regional Manager
Population & Public Health, Health Protection, FHA

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	NAME OF EVENT COORDINATOR (FOR EVENTS WITH MORE THAN ONE FOOD VENDOR)
NAME OF PREMISES/PROPERTY WHERE EVENT IS HELD (E.G. NAME OF PARK)	
ADDRESS (STREET/CITY)	
DATE(S) YOU WILL BE OPERATING	HOUR(S) YOU WILL BE OPERATING

Part B
FOOD SERVICE – All applicants to complete this section

INSTRUCTIONS

- 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.**

(Attach Additional Sheet If Required)

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

What type of premises will be used to prepare and/or store food at the site of the event?
(check (✓) one)

- A temporary food booth (tables & tents)
- Self contained mobile food preparation trailer
- Professionally constructed mobile food preparation cart (e.g. prefabricated hot dog cart)
- Kitchen located in a building at the event (e.g. church, community hall)

- Premises will be located outdoors
- Premises will be located indoors

The Environmental Health Officer may require a diagram of your set-up.
See Appendix A

Name of Facility

Physical address

Part D
OPERATIONAL PLAN – All applicants to complete this section
Equipment for Food Storage, Preparation and Service

How will you do the following?
(check (✓) **one or more** option(s) from each category below)

Transport food to event

- Cooler(s) with ice/ ice packs
- Refrigeration/freezer unit(s)
- Insulated container(s) (hot foods)
- Other _____

Keep food cold

- Refrigeration/freezer unit(s)
- Cooler(s) with ice packs
- Other _____
- Foods will not need to be kept cold

Prepare / serve foods

- Utensils (e.g. tongs, spoons)
- Pots/pans/bowls
- Cutting board(s)
- Other _____
- Utensils will not be needed

Cook / reheat food

- Barbeque
- Stove/oven
- Other _____
- Foods will not need to be cooked or reheated

Keep food hot

- Barbeque
- Stove/oven
- Insulated containers
- Chafing dishes
- Other _____
- Foods will not need to be kept hot

Check temperatures

- Probe thermometer (for foods)
- Refrigerator thermometer
- Thermometers will not be needed

Protect food from contamination

- Tent/umbrella
- Food wrap
- Food storage containers
- Sneeze guard
- Other _____

Provide dishware/cutlery for customers

- Single use (disposable)
- Other _____
- Dishware/cutlery will not be needed

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

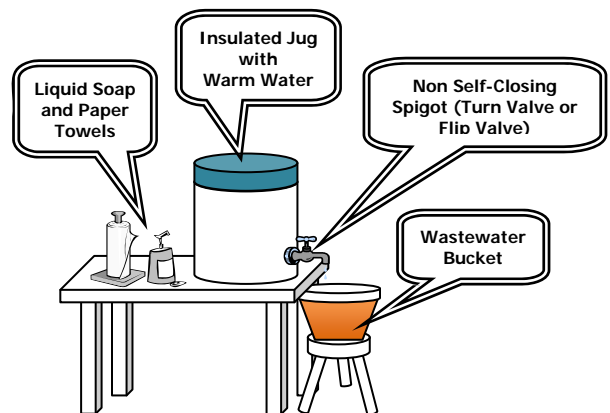
Cleaning and sanitizing equipment

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

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		
<p>Please ensure you have completed the required sections in as much detail as possible. Incomplete information could delay processing of your application.</p> <p>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.</p>		
DATE OF APPLICATION <small>(day/month/year)</small>	PRINT NAME	SIGNATURE

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

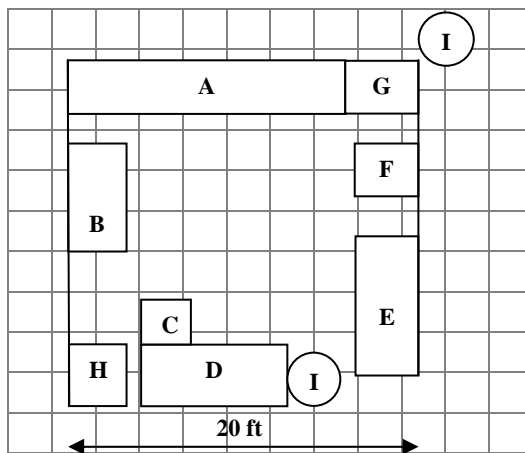
EHO SIGNATURE

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)

