

FOOD PERMITS FOR SPECIAL OCCASIONS IN SCHOOLS

WHAT IS A SPECIAL OCCASION FOOD PERMIT?

A Special Occasion Food Permit is an application that must be completed by an event sponsor for a short-term event where potentially hazardous foods will be sold or served to the public. It must be approved by a Public Health Inspector at the Northwestern Health Unit and should be submitted 7 days prior to the event. There is no fee required to submit an application for a Special Occasion Food Permit.

WHERE TO GET A SPECIAL OCCASION FOOD PERMIT APPLICATION

1. Contact a Public Health Inspector at the Kenora, Dryden or Fort Frances office of the Northwestern Health Unit, OR
2. LOG ON TO: www.nwhu.on.ca
 - Highlight: Programs / Environmental Health / Food Safety
 - Scroll to the bottom of the page where you will find:
 - a. *Special Occasions Food Permit*
 - b. This application for a Special Occasions Food Permit can be printed from the website.



WHEN ARE SPECIAL OCCASION FOOD PERMITS REQUIRED?

- **Required for:**
All events where potentially hazardous foods will be sold or served to the public. These foods include meats, poultry, fish, hot dogs, eggs, cheese and dairy products, soy products, gravies, custards, cooked grains, pastas and rice; and soups, salads, sandwiches and other hot or cold dishes containing hazardous foods.

NOTE: All food for Special Occasions Permits must be prepared on-site or at an approved food premise.

- **Not Required for:**
Bake sales, where baking will be sold to students, school groups or the community, as long as the "Guidelines for School Bake Sales" are followed.
- **Not Required for:**
Food events held in the school for school groups (such as the drama club, cheerleaders or soccer team) where potentially hazardous food (such as pizza) is brought in from an approved food premise (such as a restaurant) OR prepared in approved school kitchens and served to the group.
- **Not Required for:**
School cafeterias and school kitchens responsible for school nourishment programs which have been inspected and approved by Public Health Inspectors. These food premises, which provide food for staff and students on a regular basis, DO NOT need to apply for a Special Occasion Food Permit.

QUESTIONS ABOUT FOOD SAFETY?

Contact a Public Health Inspector at one of these Northwestern Health Unit offices.

KENORA

Phone: (807) 468-3147
or 1-800-830-5978

DRYDEN

Phone: (807) 223-3301
or 1-888-404-4231

FORT FRANCES

Phone: (807) 274-9827
or 1-800-461-3348