

# Special Occasion Food Permit/Notification



- Must be completed by the vendor responsible for food preparation at the special events where potentially hazardous foods will be sold or served to the public such as fairs, festivals, carnivals community breakfasts, suppers, fish fry's or barbecues and community fundraising events.
- **Must be submitted for approval 7 days prior to an event.**
- There is no fee required to submit an application.

**DIRECTIONS:** Fill in the blanks and check all that apply.

**Food booth(s) may not operate until vendor approval is granted by a Public Health Inspector.**

## Section A: EVENT AND CONTACT INFORMATION Permit Notification (Sections A&B)

Date of Application: \_\_\_\_\_ Event Dates: \_\_\_\_\_  
Name of Event: \_\_\_\_\_ Vendors Name: \_\_\_\_\_  
Contact Person(s): \_\_\_\_\_ Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Location of Event: \_\_\_\_\_ Set-up Date & Time: \_\_\_\_\_

## Section B: FOOD (All food must originate from an approved source.)

Food products to be served: \_\_\_\_\_  
Product purchased/supplied from: \_\_\_\_\_  
Food Preparation Location:  On-site  Inspected and approved mobile food premise  
 Approved food premise  Off-site preparation  
Name of Premise/Location & Address: \_\_\_\_\_

## Section C: FOOD BOOTH DETAILS

Tent  Food Cart  Premise/Building  Other: \_\_\_\_\_  
**Construction of tent/cart:**  rain resistant roof  restricted access (fence, barrier)  raised flooring  
 Shielded light bulbs  Other: \_\_\_\_\_

## Water Supply System (hot and cold running water under pressure required for high risk foods):

Type of System: \_\_\_\_\_  
Sinks:  3 compartment  2 compartment  Hand wash basin  
Describe Hand washing system: \_\_\_\_\_  
Describe Waste Water Disposal/Collection method: \_\_\_\_\_  
Cold Storage Method:  Cooler with ice  Refrigerator  Other: \_\_\_\_\_  
Hot Holding Method if not cooking and serving immediately: \_\_\_\_\_  
\_\_\_\_\_

## REQUIREMENTS FOR ALL EVENTS:

- ✓ A Valid Food Vendor's Permit must be posted in a conspicuous location.
- ✓ All food must be protected from contamination or adulteration with clean, corrosion resistant and non-toxic wraps, containers or coverings.
- ✓ Adequate, durable, leak-proof garbage containers must be provided in close proximity. Garbage containers shall be changed daily or as often as necessary and disposed of in a sanitary manner.
- ✓ Ensure all hazardous foods are maintained at 4° C or lower prior to cooking, or frozen at -18° C or lower.
- ✓ Ensure thermometers are present in each refrigeration device containing hazardous foods. An accurate, direct reading probe thermometer must be available to measure food temperatures.
- ✓ All hamburgers shall be purchased as a "fully cooked commercial product". Do not prepare and/or serve raw hamburger at this event. Hamburgers shall be cooked to a minimum internal temperature of 71°C.
- ✓ Whole poultry shall be cooked to a minimum internal temperature of 82°C (180°F).

*(NOTE: The cooking of fresh poultry or fresh hamburgers will be permitted only when the food preparation area includes a 3 compartment sink or 2 compartment sink with separate hand wash basin that includes hot and cold running water, soap from a dispenser and paper towels.)*

- ✓ All other hazardous foods shall be cooked until the internal temperature of the food is 74°C (165°F). Hazardous foods include raw meats, fish, poultry, cooked vegetables, cooked rice, milk and milk products, eggs and mixed foods containing these ingredients.
- ✓ Food handlers must follow good hygiene practices by washing hands after: using the washroom, smoking, handling money, touching something contaminated, eating, and before resuming work.
- ✓ Food handlers must not smoke or eat in the booth.
- ✓ Food handlers must wear clean aprons and confine hair, ensuring it is off the shoulders.
- ✓ Hand sanitizing gel may be used for hands that are not visibly soiled and only when low risk foods (including precooked meats) are being handled.
- ✓ A sanitizing agent must be available to disinfect surfaces and wiping cloths. A solution of 10 mL (2 tsp) of liquid household chlorine bleach mixed with 1L (4 cups) of water in a spray bottle is recommended for food contact surfaces. Wiping cloths should be kept in the sanitizing solution at all times when not in use. Do not use the same cloths to wipe food contact surfaces and also floors.
- ✓ All facilities are to be maintained in a clean and sanitary condition.
- ✓ Single service items (dishes, cups and cutler) are to be used and must be stored in a way that prevents contamination.

## SANITARY FACILITIES

Sanitary facilities (toilets and hand washing basins) must be provided for staff and the public in accordance with the Ontario Building Code.

**INSPECTOR'S REQUIREMENTS:**

- Ensure proper hand washing facilities available consisting of hot and cold running water, disposable paper towels and soap from a dispenser; AND / OR
- Ensure a supply of sanitizing hand gel (> %60 Alcohol) is available.
- Ensure a three-compartment sink is available for the washing of utensils used for the preparation of hazardous foods using the wash, rinse and sanitize method as follows:
  - Wash with hot water and soap in the first compartment,
  - Rinse using hot water in the second compartment,
  - Sanitize in the third compartment using a solution of 10 mL (2 tsp) of liquid household bleach mixed with 1 L (4 cups) of water for a minimum of 45 seconds (or alternative sanitizing agent approved by Inspector), and
  - Air-dry dishes.
- Cook and serve food as needed; AND / OR
- Ensure a hot holding temperature greater than or equal to 60°C (140°F).

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ Vendor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_

Signature of Public Health Inspector

**Approved:**  Yes  No

This report does not purport to set forth all hazards nor to indicate that other hazards do not exist at the time services are rendered. By issuing this report, neither the Northwestern Health Unit nor any of its employees makes any warranty, express or implied, concerning the property described in this report. Furthermore, neither the Northwestern Health Unit nor any of its employees shall be liable in any manner for any personal injury or property damage or loss of any kind arising from or connected with this inspection or failure to inspect.

NOTE: Street food vending carts do not operate under a Special Occasions Food Permit.

**For more information on Special Occasions Food Permits or the operation of street food vending carts, contact a Public Health Inspector at one of these Northwestern Health Unit Offices:**

**Kenora:** (807) 468-3147 or 1-800-830-5978 **FAX:** (807) 468-3914  
**Fort Frances:** (807) 274-9827 or 1-800-461-3348 **FAX:** (807) 274-0779  
**Dryden:** (807) 223-3301 or 1-888-404-4231 **FAX:** (807) 223-5754

**COLLECTION OF INFORMATION**

Personal information on this form is collected, under the authority of the *Health Protection and Promotion Act and its Regulations, and the Ontario Public Health Standards and Protocols* to help ensure the safety of food served to the public. Questions about this collection should be directed to the Freedom of Information Officer, Northwestern Health Unit (Kenora). Phone: (807) 468-3147 or 1-800-830-5978 ext. 260.