

# Temporary Food Premises Notification Form

This form is to be completed by food vendors who wish to operate a temporary food premises at a farmers' market or other temporary set-up such as a craft market, fair, festival, or other special event.

## How the Process Works:

1. Complete and submit this form at least 10 days before the event or market. There are Frequently Asked Questions (FAQ) documents posted on the Special Events and Farmers' Market NWHU webpage for reference.
2. A public health inspector will assess your application, request additional information if needed, and complete any required inspections.
3. Once your plan has been approved:
  - Food premises that must comply with the *Ontario Food Premises Regulation* (most vendors) will be provided with a *Temporary Event Food Vendor Permit* to be posted on site in order to operate.
  - Food premises exempt from the *Ontario Food Premises Regulation* will receive a *Temporary Event Food Vendor Notification Certificate* to be posted on-site in order to operate.

## SECTION 1 - Basic Information:

Business/organization name:

Operator contact name:

Operator e-mail address:

Operator phone number:

Food items served or sold:

1. Will you only be selling whole, unprocessed produce that you have grown?

- ☐ No  
☐ Yes

If you selected yes, please skip to *Section 3* of this form.



## SECTION 2 - Temporary Food Premises Questionnaire

1. Describe your temporary food premises setup

- ☐ Tent
- ☐ Hot dog card
- ☐ Mobile food truck
- ☐ Indoor facility
- ☐ Market booth/table
- ☐ Other: \_\_\_\_\_

2. Will this temporary food premises be operated by a religious organization, service club or fraternal organization?

- ☐ Yes
- ☐ No

3. Will this temporary food premises be operated at an exempt farmers market? (see FAQ document for more information on what an exempt farmers market is)

- ☐ Yes
- ☐ No

4. Please list your food suppliers:

5. Where will food preparation occur?

- ☐ On site at the event
- ☐ An off-site location: \_\_\_\_\_
- ☐ N/A – all food items are obtained in a pre-packaged state

6. How will potentially hazardous food items be transported to the event or market?

7. Where applicable, how will you keep potentially hazardous food items at a temperature of 4°C or colder at the event?

- ☐ Fully bury items in ice in a cooler with a thermometer
- ☐ Refrigeration unit with a thermometer
- ☐ Other: \_\_\_\_\_



8. Where applicable, how will you keep potentially hazardous food items at a temperature above 60°C during the event?
- ☐ Chafing dish with thermometer
  - ☐ Electric warmer with thermometer
  - ☐ Crock pot with thermometer
  - ☐ Other: \_\_\_\_\_
9. Will there be cooking performed on site at the event?
- ☐ Yes (Indicate type of equipment): \_\_\_\_\_
  - ☐ No
10. If applicable to your operation, do you have a probe thermometer to monitor internal temperature of food items when cooking, cooling or reheating?
- ☐ Yes
  - ☐ Not applicable
11. How will you protect food items you will store or display at your temporary food premises? (i.e. sneeze guard, closed containers): \_\_\_\_\_
- \_\_\_\_\_
12. Which type of water supply will be used at the event?
- ☐ Municipal or hauled water
  - ☐ Non-municipal water (attach a copy of a recent water test result)
  - ☐ Not applicable
13. How will you dispose of any wastewater you create at the event?
- 
14. How will you dispose of garbage produced during the event or market?
- 
15. Will there be a separate handwash basin available in the food preparation/serving area that includes a supply of liquid hand soap and paper towels?
- ☐ No (not applicable at this type of booth)
  - ☐ Yes - indicate which type:
    - ☐ Plumbed or portable handwash sink
    - ☐ Jug or coffee urn with spigot
    - ☐ Other: \_\_\_\_\_



16. Will there be a need for dishwashing on site?

- ☐ Yes - describe on-site sink setup: \_\_\_\_\_
- ☐ No:
  - ☐ All utensils used are single-use and disposable
  - ☐ Dishes will be washed at this off-site location: \_\_\_\_\_

17. How will you sanitize equipment and utensils?

- ☐ Bleach and water solution
- ☐ Quaternary ammonium
- ☐ Other sanitizer: \_\_\_\_\_
- ☐ Not applicable

18. Will you have a certified food handler on site when food is being prepared or served?

- ☐ Yes
- ☐ No

**If yes, please attach a copy of the food handler wallet card or certificate for the certified food handler(s)**

### SECTION 3 – Temporary Food Premises Operating Dates:

19. Do you wish to apply for an annual Temporary Event Food Vendor Permit to use with the same menu and setup at more than one event/market this calendar year?

- ☐ Yes, I would like to apply for an annual permit (Please list all planned events on the next page)
- ☐ No, I am currently only planning to operate at a single event (Provide event details below):

Event name:

Event location:

Event date and time:

Event organizer name:

Expected attendance:

Will you be the only food vendor at this event?

- ☐ Yes
- ☐ No



Vendors who will be **using the same menu and set-up** at each event **AND** meet the following criteria may be eligible for a permit that lists more than one event date:

- vendors who prepare and serve only low-risk food items; OR
- vendors whose food premises are routinely inspected fixed premises

Please fill out the chart below with information about the dates you plan to operate your temporary food premises. *If you become aware of additional dates after your permit is granted, you are required to notify the NWHU of this change so that your permit can be updated.*

Event/Market Information	
Name: Date(s) attending: Location: Organizer Name: Organizer Contact Info:	Name: Date(s) attending: Location: Organizer Name: Organizer Contact Info:
Name: Date(s) attending: Location: Organizer Name: Organizer Contact Info:	Name: Date(s) attending: Location: Organizer Name: Organizer Contact Info:
Name: Date(s) attending: Location: Organizer Name: Organizer Contact Info:	Name: Date(s) attending: Location: Organizer Name: Organizer Contact Info:
Name: Date(s) attending: Location: Organizer Name: Organizer Contact Info:	Name: Date(s) attending: Location: Organizer Name: Organizer Contact Info:

Please submit this form by email to [envhealth@nwhu.on.ca](mailto:envhealth@nwhu.on.ca) or by fax to 807-468-3914 or submit in person at your local NWHU office.

Personal information is collected under the authority of the Health Protection and Promotion Act and related legislation and in accordance with the Personal Health Information Protection Act and/or the (Municipal) Freedom of Information and Protection of Privacy Act. We collect only the personal information needed to provide public health programs and to plan and evaluate our services. Your information may be shared with others as required or permitted by law. For more information contact the health unit at 800-830-5978 or see the privacy statement on our website at [www.nwhu.on.ca](http://www.nwhu.on.ca).