



# APPLICATION FOR HEALTH DEPARTMENT APPROVAL

Complete and return this form. Office addresses and fax numbers are provided below.

## COMMUNITY SPECIAL EVENTS

Each food vendor **MUST** submit a completed application form to the Durham Region Health Department at least **15 days prior** to the event and applications **MUST** be approved prior to attendance at events. (Photocopies of this form may be made for multiple vendors and can be submitted separately.) Events must comply with applicable sections of the Food Premises Regulation 562/90, under the Health Protection and Promotion Act, R.S.O., 1990 as amended. **Note: Failure to receive prior approval may result in closure of premises, or other legal action if inspection reveals significant public health concerns.**

### FOR FOOD VENDORS (PAGE 1 OF 2)

#### EVENT INFORMATION

EVENT NAME:	LOCATION (ADDRESS) & MUNICIPALITY:
DATE(S) OF OPERATION: (DD/MM/YY – DD/MM/YY)	TIME(S) OF OPERATION: (e.g. A.M. – P.M.)

#### VENDOR INFORMATION

NAME OF TEMPORARY FOOD PREMISES AT EVENT:	OPERATOR NAME(S) & ADDRESS:
LEGAL NAME (i.e. CORPORATION NAME and/or NUMBER):	PHONE:
	OTHER (BUSINESS/CELL):
VENDOR PERMIT #:	FAX:
	E-MAIL:
ARE YOU A FIRST TIME PARTICIPANT OF AN EVENT IN DURHAM REGION? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, other events you have attended in Durham Region:  Event: _____ dates: _____	VENDOR SET UP: <input type="checkbox"/> FOOD BOOTH/TENT <input type="checkbox"/> MOBILE TRAILER <input type="checkbox"/> HOT DOG CART <input type="checkbox"/> INDOOR FACILITY

Is the food booth run by one of the following groups?  religious organization  service club  fraternal organization  
Will you be claiming an exemption from the Food Premises Regulation at this event?  YES  NO

#### PROVIDE THE FOLLOWING INFORMATION:

WHERE WILL FOOD(S) BE PREPARED? <input type="checkbox"/> ONSITE <input type="checkbox"/> OFF SITE If off site, please provide the following: Name of Premise:	FOOD SUPPLIERS* – (Provide Name/Address/Phone #'s of all suppliers) (*Attach separate sheet of paper if more space is required)
Type of Premise (restaurant, church kitchen, community centre, etc.):	1.
Location (Address):	2.
Phone No.:	3.
	4.

Menu Item*	Type of Food Preparation (e.g. grilling, frying, BBQ, etc.)	Food Precooked		Food Cooked On-site		Food Storage On-site	
		Yes	No	Yes	No	Hot 60°C (140°F) or hotter	Cold 4°C (40°F) or colder

\*Attach separate sheet of paper if more space is required for food suppliers and/or menu items

#### FOOD STORAGE/TRANSPORTATION:

How will hazardous food be transported to the event?	<input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Insulated containers with ice <input type="checkbox"/> Thermal containers <input type="checkbox"/> Other, specify _____
What method(s) will be used to maintain cold foods at 4°C (40°F) or colder during the event?	<input type="checkbox"/> Not required <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Mechanical Refrigeration <input type="checkbox"/> Insulated containers with ice <input type="checkbox"/> Other, specify _____
What method(s) will be used to maintain hot foods at 60°C (140°F) or hotter during the event?	<input type="checkbox"/> Not required <input type="checkbox"/> Sterno/chaffing dish <input type="checkbox"/> Barbecue/grill <input type="checkbox"/> Propane stove <input type="checkbox"/> Crock pot <input type="checkbox"/> Hot plate <input type="checkbox"/> Oven <input type="checkbox"/> Steam table/unit <input type="checkbox"/> Other, specify _____
What method(s) will be used to reheat food prior to service?	<input type="checkbox"/> Not required <input type="checkbox"/> Microwave oven <input type="checkbox"/> Stove top <input type="checkbox"/> Oven <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Deep fryer <input type="checkbox"/> Other, specify _____
Do you have a probe thermometer to check the internal temperatures of food during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
How will foods, including condiments, be protected from contamination during the event?	<input type="checkbox"/> Food grade wrap <input type="checkbox"/> Lids <input type="checkbox"/> Pre-packaged condiments <input type="checkbox"/> Sneeze guard/shield <input type="checkbox"/> Enclosed cabinet/container <input type="checkbox"/> Other, specify _____
Do you have re-supply method for ice during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <span style="float: right;">back →</span>

# COMMUNITY SPECIAL EVENTS FOR FOOD VENDORS (PAGE 2 OF 2)

## SEPARATE HANDWASHING BASIN:

Is there a separate handwashing basin with hot and cold or warm running water provided in the food handling/food preparation area? How many handwashing sinks are provided?  Yes – Fixed Sink  Yes – Portable Sink How many sinks provided: \_\_\_\_\_  
 No, please explain \_\_\_\_\_

Do you have supply of liquid soap and paper towels provided for the handwashing sink(s)?  Yes  No, please explain \_\_\_\_\_

## UTENSIL WASHING:

What type of sink is provided for utensil washing?  Two compartment sink  Three compartment sink  
 None, please explain \_\_\_\_\_

What type of sanitizer is used for sanitizing utensils?  Bleach  Other, please specify \_\_\_\_\_

Test strips provided for sanitizer?  Yes  No  N/A

## POTABLE WATER SOURCE:

<input type="checkbox"/> Municipal Supply	<input type="checkbox"/> Commercially bottled	<input type="checkbox"/> Hauled Municipal Water	NAME & PHONE # OF WATER HAULER:
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## WASTE WATER & GARBAGE DISPOSAL:

Method of Waste Water/Sewage Disposal:  Holding tank  Other, specify \_\_\_\_\_

Number of Garbage Receptacles in Food Preparation Area: \_\_\_\_\_

## Layout of the Temporary Food Premises (Food Preparation Area)

Must Include:

- |  |   |
|--|---|
| <input type="checkbox"/> Handwashing station with dispensed soap and paper towel | <input type="checkbox"/> Two/three compartment sink                                       |
| <input type="checkbox"/> Adequate refrigeration (method of refrigeration)        | <input type="checkbox"/> Food preparation area (i.e. tables, counters, grills/oven, etc.) |
| <input type="checkbox"/> Food storage area                                       | <input type="checkbox"/> Garbage receptacles, waste water container                       |

I have received and read the Community Special Events information provided. I understand the requirements for food vendors at Special Events and have provided the information to all food handlers.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 Durham Region Health Department nor any of its employees makes any warranty, express or implied, concerning the property described in this report. Furthermore, neither the Durham Region Health Department 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.

## HEALTH DEPARTMENT USE ONLY

APPLICATION APPROVED:  <input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> Subject to Requirements	Inspector's Comments/Requirements:  _____ _____ _____
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DATE: \_\_\_\_\_ Inspector's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Durham Region Health Department – Environmental Health**  
 101 Consumers Drive, 2<sup>nd</sup> Floor, Whitby, ON, L1N 1C4  
 Phone: 905-723-3818 Fax: 905-666-1887

**Durham Region Health Department – Port Perry Office**  
 181 Perry Street, 2<sup>nd</sup> Floor, Port Perry, ON, L9L 1B8  
 Phone: 905-985-4889 or 1-866-845-1868 Fax: 905-982-0840

[Personal] Information is collected under the authority of *Health Protection and Promotion Act* R.S.O. 1990 c.H.7, s. 5 (as amended). This information is collected and used for the purpose of preventing, eliminating and/or decreasing the effects of a health hazard. Questions about this collection of information should be addressed to Durham Region Health Department, Manager, Health Information, Privacy and Security at 605 Rossland Rd E., P.O. Box 730, ON, L1N 0B2, (905) 668-7711.