

APPLICATION FORM FOR FOOD VENDORS

*Note: Return this application form to your special event organizer.
 The Health Department will not accept individual applications.*

Event Name:	Name of Vendor's Business/Booth:
Event Dates:	Business Address of Vendor:
Name of Vendor:	Phone: (Work) (Home)
Are you an Out Of Region vendor? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , have you attended an event in the Niagara Region before Yes <input type="checkbox"/> No <input type="checkbox"/> Out of Region Vendors, need to fax a valid and recent health inspection report of their food premises (not less than 2 months) from the respective Regional Health Departments. Fax #: 905-641-4994	
Business Name and Address Where Food Prepared Offsite:	
Dates and Times of Food Preparation at the Proposed Kitchen:	
Date:	Time:
Date:	Time:
Menu Items: (Please List)	

Barbecues: <input type="checkbox"/> Yes <input type="checkbox"/> No How Many:	
Brief Description of Food Preparation at the Site:	
Description of Sampling if samples are offered at the event:	
Describe Methods of Keeping Foods Hot on Site:	
Describe Methods of Keeping Foods Cold on Site:	
Describe Methods of Keeping Foods Hot/Cold During Transportation:	
Describe Your Handwashing Set-up:	
Describe Your Utensil Washing Set-up:	
Are You Providing Your Own:	
Food Booth/Tent:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Food Trailer:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hot Dog Cart:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:	Date:
✓ It is required that all major food preparation (foods that require much handling, i.e., chopping, cutting, wrapping) be done at the kitchen or approved areas.	
✓ All foods and kitchens must be approved by the Health Department.	

For Further Information, Please Contact:

NIAGARA SOUTH: Brent Wood
 Telephone: 905-356-1538, ext. 238 / 905-871-6660

NIAGARA NORTH: John Burnett
 Telephone: 905-688-3762 or 1-800-263-7248

***GUIDELINES FOR OUTDOOR FOOD SERVICE
AND SPECIAL EVENTS***

ONTARIO REGULATION 562,
Health Protection & Promotion Act, (R.R.O. 1990), as amended

Note: Health Department notification is required before food vendors may operate.

The Health Department will provide you with:

- ❖ A complete package of information
- ❖ Application forms
- ❖ A consultation

Any person (or organization) intending to sell or give away food to the public must contact:

***NIAGARA REGION PUBLIC
HEALTH DEPARTMENT OFFICES***

Office	Telephone #	Fax #
St. Catharines	905-688-3762	905-641-4994
Niagara Falls	905-356-1538	905-356-7377
Fort Erie	905-871-6513	905-871-3020
Welland	905-735-5697	905-735-4895

**GUIDELINES FOR OUTDOOR FOOD
SERVICE & SPECIAL EVENTS**

**ONTARIO REGULATION 562, Health Protection & Promotion Act
Sections 16 (2), 16 (4), (R.R.O. 1990), as amended**

Section 16(2): Every person who intends to commence to operate a food premise shall give notice of the person's intention to the Medical Officer of Health of the Health Unit in which the food premise will be located.

Section 16(4): Every person who operates a food premise shall furnish the Medical Officer of Health of the Health Unit in which the food premise is located with such information as the Medical Officer of Health requests in respect of the manufacturing, processing, preparation, storage, handling, display, transportation, sale or offering for sale of any food on or in the food premise and the distribution of food from the food premise.

Food Vendor - any person who offers for sale, prepares, handles or samples foods.

- NOTE: All food vendors who wish to establish a food service operation must pre-register with the Niagara Region Public Health Department, a minimum of two weeks in advance of the event, and provide the following information:
- *All out of Region food vendors must provide a recent inspection certificate from the Health Unit where food is prepared.*

Failure to comply with the following guidelines may result in closure.

The following requirements are necessary for all vendors who wish to establish an outdoor food service operation:

1. (a) A hot and cold potable water supply under pressure (i.e., gravity or blend of hot and cold in a single dispenser is acceptable) adequate for the safe preparation and for proper cleaning and sanitizing shall be required by each concessionaire.

(b) It is required that all vendors utilize the approved site water supply only.

(c) All food vendors are required to ensure that their water supply system be purged and disinfected prior to arrival at the event, i.e., all portable containers, fixed systems in trailer units, etc. Filters must be either changed or bypassed. Random sampling and testing will be conducted to ensure potability.

2. A means of holding hazardous and perishable foods at a minimum of 4°C (40°F) or lower for cold foods, or 60°C (140°F) or higher for hot foods. Mechanical refrigeration shall be required to cold hold.

*NOTE: All foods (including infection and toxin prone foods) on display for sale to the public must be protected by means of sneeze and/or cough shields.

3. a) Accurate indicating thermometers shall be required in all refrigerated compartments used for storage of hazardous foods.
b) Accurate probe type thermometers shall be required to verify hot holding temperatures 60°C (140°F) or higher.
4. A two-compartment sink or two sinks shall be required and used for the cleaning and sanitizing of utensils. These sinks are to be suitable in size to accommodate the utensils being washed.

In addition to the above: NOTE: A separate handwash sink shall be required in the food preparation area supplied with a potable water source (including hot/cold water under pressure), soap in a dispenser and single service paper towels. (A blend of hot and cold water in a single dispenser equipped with a spigot is acceptable.

5. Disposable utensils and single service containers can be used to avoid having dishes or utensils requiring cleaning. Paper cups, plates and wooden stirring sticks must however be placed in plastic lined garbage pails immediately after use. No paper cups, plastic or styrofoam plates or wooden stirring sticks are to be used for more than one service.

The supply of containers is to be used from the original cartons and these stocks are to be kept up off the floor or ground. Paper or plastic straws are to be supplied for drinking bottled beverages such as soft drinks and milk. Paper napkins, plastic gloves are to be used to cover the palm of the hand while holding rolls being filled. Wieners are to be transferred to the rolls by use of tongs or forks.

6. A disinfectant such as Javex shall be provided for sanitizing purposes.
7. *NOTE: Durable, rigid containers i.e. plastic, steel, equipped with tight fitting lids shall be provided to receive wastewater from the sink in these booths with this equipment. The wastewater containers shall be appropriately identified with signage "WASTE WATER ONLY" with 6" lettering. Gray water is to be disposed of into a water tote or into a sanitary sewer wastewater drain.
8. Food including ice must be obtained from a safe, approved source and handled in a sanitary manner.

9. Reasonable protection of food items against flies and insects must be provided for all foods. Physical shields or sneeze guards must be used to provide protection against bacterial contamination.
10. Suitable flooring shall be required in all food preparation and storage areas. Flooring shall be smooth, sealed (painted or sealed), tight fitting and non-absorbent and readily cleanable, and be a minimum of 15 centimeters above the ground. Raw or bare wood is not acceptable. Where a smooth and non-absorbent surface is available, i.e., pavement or concrete, no flooring is required, provided it is cleaned prior to use. However, all food items must be stored at least a minimum of 15 cm, above the ground
11. Any food vendor who handles money shall wash their hands thoroughly with soap and water prior to handling or serving food again.
12. Smoking will be prohibited in areas where food is being sold, offered for sale, prepared, processed or served.
13. Food handlers/vendors must be free from communicable disease, which may be spread through food or beverage.
14. All food handlers must wear headgear that confines the hair.
15. Clean outer garments are to be worn while preparing or serving food.
16. An adequate number of garbage receptacles are made available. Garbage shall be removed each day of the event and disposed of in a sanitary manner.
17. Preserves (Jams, jellies, mustards, sauces, vinegars, flavoured oils, etc.)
 - (a) All preserves must be prepared from an approved, inspected site.
 - (b) Sampling of preserves etc. to be done in the following manner only:
 - Portions can be prepared by vendor;
 - Squeeze bottle type containers can be provided for customer use;
 - Preportioned individual containers.
 - If samples are prepared by the vendor for sampling, the vendor is required to comply with all listed requirements herein.
 - (c) Adequate protection must be provided for all sampling crackers, breads, etc. by means of cough-sneeze guard or other approved barriers. *NOTE: No utensils (single or multi-use) permitted for public.

For further information please contact the Inspection Division-Niagara Region Public Health Department at:

Office	Telephone #	Fax #
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