



# TEMPORARY FOOD STALLS APPLICATION

Applications must be submitted at least three (3) business days prior to the event.

**Environmental Health reserves the right to refuse any application.**

**IMPORTANT!**

- Incomplete applications will not be accepted.
- All supporting documentation and the applicable fee must be submitted at the time of application.

**Part 1: Application Type**



**SHORT-TERM EVENTS**

Allows operation at one (1) fixed location with an approved menu for up to three (3) days. Examples include events such as Agricultural Exhibition, Cup Match, School Fairs, and Bake Sales.



**LONG-TERM EVENTS**

Allows operation at one (1) fixed location with an approved menu for a period of up to six (6) months. Examples include events such as Harbour Nights, Destination Dockyard, Market Nights St. George's, and Farmers Market. Snowball Stands will also be included in long-term events.

**Please note the above licenses are only granted for organized Public events such as Bake sales, Carnivals, Fairs, Festivals, Markets, Parades, and special Community events. The application fee is NON-REFUNDABLE.**

**Part 2: Applicant/Operator Details**

Please Print Clearly

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Stall Details:**

Stall Name: \_\_\_\_\_

Set up Time \_\_\_\_\_ Start Time: \_\_\_\_\_

**Part 3: Event Information**

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Office Use Only**

Licence Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Late Fee: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Total Fee: \$ \_\_\_\_\_

Tender Type:	Cash	Cheque No.	Card:	BNTB	HSBC	MC	VC
--------------	------	------------	-------	------	------	----	----

**Part 4: Class of Licence**

Class of Licence	Examples of Foods Sold	Restrictions
<b>High Risk</b>	Beef and chicken burgers, steak-umms, chicken, chicken fingers, fish fillets, shrimps, macaroni & cheese, pasta dishes, rice, coleslaw, potato salad, meat pies, veggie burgers, Portuguese doughnuts (Malassadas)	<p><b>No home preparation permitted.</b></p> <p>All potentially hazardous foods including those requiring lengthy cooking times must be prepared in a commercially equipped licensed kitchen prior to the event.</p> <p>The kitchen must be suitable to accommodate the additional volume.</p> <p>Prior approval must be obtained by the Environmental Health Officer and the Owner/Operator of the licensed kitchen.</p> <p>Foods must be transported and maintained in the stall at or above 140°F for hot foods and at or below 40°F for cold foods.</p>
<b>Medium Risk</b>	Hot dogs, cotton candy, Snowballs, pre-mix doughnuts,	Medium Risk foods require some assembly on site. Ice for snowballs <b>MUST</b> be obtained from a commercial safe source.
<b>Low Risk</b>	Pre-packaged items and home baked goods cookies, muffins, popcorn, water, juices, and sodas.	Low Risk foods require minimal assembly on site.
<b>Environmental Health reserves the right to refuse any menu items deemed unsuitable.</b>		

**Part 5: Prep Kitchen/Licensed Food Premises (High Risk Only)**

Please provide the Name, Location and contact person for the Licensed Food Premise.

Name of Premises: \_\_\_\_\_

Address: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_

**Part 6: Food Stall Menu**

Menu to be Prepared	Process of Transportation & Preparation
<i>i.e. Hamburger</i>	<i>Transported in insulated container, held in commercial freezer, cooked on site to serve</i>
<i>i.e. Rice</i>	<i>Made at restaurant, transported in insulated container and held at steam table.</i>

Environmental Health Officer:	Risk Rating	High	Medium	Low
Approving EHO :	Application Approved		Yes	No
Signature:	Inspection Required		Yes	No

**Part 7: Supporting Documentation Checklist**

Have you provided a copy of the Food Establishment Licence where the food is being prepared?	Yes/No
Have you provided a letter granting permission to sell food at Event or Location?	Yes/No
Have you provided a copy of any supporting information/documentation required (i.e. menu, food stall/booth layout)?	Yes/No
I have read and understood Temporary Food Stall Checklist?	Yes/No
Have you included appropriate Fees?	Yes/No

*I have reviewed the temporary food guidelines and accept my obligation to comply with the Environmental Health requirements. I declare that the information provided on this form is accurate and complete. I understand that approval of this application is not guaranteed.*

Applicant Signature: \_\_\_\_\_

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

Applicant Name Print: \_\_\_\_\_

Title: \_\_\_\_\_

**Part 8: Fee Type**

Short-Term Low Risk \$26.00	Long -Term Low Risk \$173.00
Short-Term High Risk \$79.00	Long-Term High Risk \$284.00

**A 50% late fee will be applied to all applications received less than three (3) days prior to the event.**