



# TEMPORARY FOOD STALLS APPLICATION

Application 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.
- **Running water** is a requirement for all **High Risk and Medium Risk** temporary food stalls.
- Low risk food stalls must have/provide **hand sanitizer**.
- **Provide in detail how you plan to comply with the COVID-19 Regulations.**

**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 Licences 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: \$	_____	Permit No.	_____

Tender Type:	Cash:	Cheque No.	BNTB	CLARIEN	HSBC	MC	VC
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**Part 4: Class of Licence**

Class of Licence	Examples of Foods Sold	Restrictions
High Risk	Beef and chicken burgers, Steak-umms, chicken, Chicken fingers, Fish fillets, shrimps, Macaroni and 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 licenced 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 licenced kitchen.</p> <p>Food 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> <p><b>Running water is a requirement for High Risk Temporary food stall.</b></p>
Medium Risk	Hot dogs, cotton candy, Snowball, pre-mix doughnuts,	<p>Medium Risk foods require some assembly on site, Ice for snowballs <b>MUST</b> be obtained from a commercial safe source.</p> <p><b>Running water is a requirement for Medium Risk Temporary food stall.</b></p>
Low Risk	Pre-packaged items and home baked goods, cookies, muffins, popcorn, water, juices, and sodas.	<p>Low Risk foods require minimal assembly on site, and must have/provide <u>hand sanitizer</u>.</p>
<b>Environmental Health reserves the right to refuse any menu items deemed unsuitable.</b>		

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

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

Name of Premises:	
Address:	
Owner of Premises:	

**Part 6: Food Stall Menu**

Menu to be Prepared	Process of Transportation and 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	No
Signature:	Inspection Required	Yes	No	No

**Part 7: Supporting Documentation Checklist:-**

Have you provided a copy of the Food Establishment where the food is being prepared?	Yes/No
Have you provided a letter granting permission to sell food at Event of Location?	Yes/No
Have you provided any supporting information/documentation required (i.e. menu, food stall/booth layout)?	Yes/No
I have read and understood the Temporary Food Stall Checklist?	Yes/No
Have you included the 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 on this form is accurate and complete. I understand that approval of this application is not guaranteed.*

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

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

**Part 8: Fee Type**

Short - Term Low Risk	\$27.00	Long-Term Low Risk	\$182.00
Short - Term High Risk	\$83.00	Long-Term High Risk	\$298.00

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