

Environmental Health Department  
2<sup>nd</sup> Floor  
2110 Hamilton Street  
Phone 766-7755 Fax 766-7730

Fort Qu'Appelle and Area  
178 Boundary Ave. N.  
Phone 332-3312 Fax 332-1226

Grenfell and Area  
300 Hospital Street  
Phone 695-5232 Fax 695-2252

**Application for a  
Temporary Food and  
Drink Concession  
(long form)**

**I. Applicant Information**

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

Location(s): \_\_\_\_\_  
\_\_\_\_\_

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

Name of Applicant(s): \_\_\_\_\_  
\_\_\_\_\_

Mailing Address of Applicant (s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person(s) and Telephone Number(s): (both day and evening numbers)  
\_\_\_\_\_  
\_\_\_\_\_

Public Health Inspector to  
place approval number  
sticker here

List reason why license is not issued if this application is not approved  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PHI Signature

\_\_\_\_\_  
Date





### III. Food Preparation

1. List food preparation areas (licensed Public Eating Establishments and/or inspected food processing facilities) used to prepare food **before** the event starts.

Name and Address of Building	All Dates and Times

2. List the addresses and names of other licensed Public Eating Establishments and/or inspected food processing facilities used **during** the event.

Name and Address of Building	All Dates and Times

Please call: 766-7755 – Regina  
 766-7705 – rural area around Regina  
 332-3312 – Fort Qu’Appelle and Area  
 695-5232 – Grenfell and Area  
 To ensure the kitchens chosen are licensed and/or inspected.

**NOTE: FOOD FOR THE PUBLIC CANNOT BE PREPARED AT HOME**

3. Food Storage

If food items are prepared prior to the start of the event, describe how and where the food items will be stored before the actual event starts.

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4. Food Transportation

Please explain how hot and cold food items will be transported to the Temporary Food and Drink Concession.

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**IV. At the Temporary Food and Drink Concession**

1. Food Protection

Describe the type and number of containers and other supplies: \_\_\_\_\_

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2. Cooking and/or Re-Heating Equipment

Describe the type and number of units that will be used to cook and/or re-heat foods in the temporary food and drink concession

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3. Hot-Holding Equipment

Describe the type and number of hot-holding units that will be used to keep hot foods hot.

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4. Cold-Holding Equipment

Describe the type and number of refrigeration units, freezer units, picnic coolers and reefer units that will be used to store food.

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5. Thawing

Describe how frozen foods will be thawed. \_\_\_\_\_

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6. Sinks

- |                            |       |    |
|----------------------------|-------|----|
| a. Hand basin              | Yes   | No |
| b. Two compartment sink    | Yes   | No |
| c. Other: (please specify) | _____ |    |

7. Cleaning and Hand washing Supplies

- |                              |       |    |
|------------------------------|-------|----|
| a. Hand soap in dispenser    | Yes   | No |
| b. Paper towels on dispenser | Yes   | No |
| c. Dish soap                 | Yes   | No |
| d. Sanitizer                 |       |    |
| e. Type of sanitizer         | _____ |    |

8. Services

- a. Water service
- (i) Water Source (eg. City of Regina) \_\_\_\_\_
  - (ii) Direct hook-up            Yes                            No
  - (iii) Holding tank                Yes                            No
  - (iv) Name of water hauler \_\_\_\_\_
- b. Liquid waste
- (i) Sewer System (eg. City of Regina) \_\_\_\_\_
  - (ii) Direct hook-up            Yes                            No
  - (iii) Holding tank                Yes                            No
  - (iv) Name of waste water hauler \_\_\_\_\_
- c. Solid waste
- (i) Type of container(s) \_\_\_\_\_
  - (ii) Size of container(s) \_\_\_\_\_
  - (iii) Number of container(s) \_\_\_\_\_

d. Washrooms

Washrooms must be provided for food service workers. Where are they located?

\_\_\_\_\_

Where are washrooms for the public located?

\_\_\_\_\_

e. Power/electrical                      Yes                      No

f. Gas/propane                              Yes                      No

**V. Staff**

1. Safe Food Handling Course

List names of staff who have completed Safe Food Handling Course

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Temperature Logs

Temperature and time are critical elements in preventing foodborne illness and may be more challenging at an outdoor venue. A temperature log (see page 8) is required to monitor hot and cold food temperatures during the event.

**Temperatures must be taken before opening and every two hours.**

List name of staff on each shift responsible for taking food temperatures and writing results down on paper.

<b>Names</b>	<b>Date</b>

Please ensure there is an accurate or calibrated probe-style thermometer available to monitor hot and cold food temperatures.





