

# Notification Form

Temporary Food Service Event



## Office Use Only

Date Received: (yyyy/mm/dd): \_\_\_\_\_ Notification #: \_\_\_\_\_

### Section A: Notifier Information

How to Determine if I'm a legal business. Registry of Joint Stocks : Legal entities are most often listed as a N.S. Limited Company, N.S. Unlimited Company or Extra-Provincial Corporation. Partnership/Business Names are not "legal entities". Legal entities must be "Active" and in good standing with the Registry of Joint Stocks in order for a notification to be issued.

Notifier Full Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

BN: \_\_\_\_\_ RJSC #: \_\_\_\_\_

Advertising Name at event: (if different from business name or individual name)  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing: \_\_\_\_\_  
Civic City/town Province Postal code

Return Correspondence  Email  Mail

- I certify that I am the notifier
- I am not the notifier, but I am acting with the notifier's full consent to complete form.

### Section B: Event Information

\*Select one or both. Fee will apply for notifications with both organizer and vendor selections.

Type	Term of Permit	Fee
<input type="checkbox"/> Temporary Event Vendor Notification	1 - 14 days	\$21.93 + \$3.07 HST = \$25.00
<input type="checkbox"/> Temporary Event Organizer Notification		no fee

- I am applying for multiple events in this notification.** Use Appendix A "Additional Event Information" (separate document) to list details of more than one event.  
**Reminder: Vendor activities and menu must be the same for each event.**

#### Required for all notifiers:

- I am a vendor at this event
- I am an organizer at this event

# Notification

Temporary Food Service Event - Continued



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

Event site name (optional) \* Examples: Public Gardens, Scotiabank Centre: \_\_\_\_\_

Event Location: (Civic, Town, Postal Code or PID): \_\_\_\_\_

Event Contact: Vendors: If you know the organizer information for the event, please provide: Organizers: If the contact name for the event is different from section A, please provide:

Organizer Contact Name: \_\_\_\_\_

Organizer Contact Phone: \_\_\_\_\_

Organizer Contact Email: \_\_\_\_\_

\* Cannot exceed 14 days (over a 60 day period).

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

Event Operating Time(s): \_\_\_\_\_

**Vendors must provide their operating times at the event:** \* cannot exceed 14 days (over a 60 day period) at one event:

**Vendor Operating Date(s):** (when you will be at the event) \_\_\_\_\_

**Vendor Operating Time(s):** (time you will be at the event) \_\_\_\_\_

## Section C: Vendor Requirements for Temporary Food Services

Each section must be completed in full. See Temporary Food Service Events Standard on <https://novascotia.ca/nse/food-protection/temporary-food-events.asp>.

\* One checklist required for multiple events. Vendor activities and menu must be the same for each event.

### Vendor Requirements

#### Certified Food Handler Certificate:

**Will there be at least one certified food handler on-site for the duration of the event?**  Yes  No

A minimum of one food handler must be on site at the temporary event booth who has successfully completed a food hygiene training program recognized by the department within the past five years.

**Vendor Requirements**

**Food Category:**  
**What type of foods are being prepared?**  
 (Check all that apply)

High Risk (Potentially Hazardous) foods  
 Pre-cooked hamburgers, sausages, and hot dogs only

**Food Preparation Site:**  
**Where is food being prepared?**  
 (Check all that apply)

Food prepared in a serviced booth  
 Food prepared off-site  
 \* Must also complete on site question

**Menu:**  
**What are the menu items being sold or served at the event?**

Must list all menu items. A separate document can be attached to detail the menu items.  
 \* Menu must be the same for a multi-event event notification/ New menu requires new notification

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Off Site:**  
**What is the off-site location?**

Required to select at least one option if you selected Food Prepared off-site in the previous question.

Permitted kitchen use: Provide the kitchen information for the first event. For all additional events, use the Permission to Use a Permitted Eating Establishment form.

I operate an Eating Establishment permitted under the Nova Scotia Food Safety Regulations  
 Permit Name: \_\_\_\_\_  
 Permit Address: \_\_\_\_\_  
 Permit #: \_\_\_\_\_

I am using permitted kitchen

I will use the same permitted kitchen for all events  
 I will use more than one permitted kitchen (a different permitted kitchen for one or more events)  
 Name of Facility: \_\_\_\_\_  
 Full Address of Facility: \_\_\_\_\_  
 Facility Contact Name: \_\_\_\_\_  
 Date(s) of Use: \_\_\_\_\_

I am permitted outside of Nova Scotia  
 Name of Facility: \_\_\_\_\_  
 Full Address of Facility: \_\_\_\_\_  
 Permit #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_

**Vendor Requirements**

**Booth Construction:**

**What is the construction of your booth at event?**

(Check all that apply)

An overhead cover is required over all food contact surfaces, equipment, food storage and display areas. Food cannot be stored on the ground.

- Booth is Indoor
- Booth is Outdoor - Organizer will provide cover
- Booth is Outdoor – Vendor’s tent /umbrella / canopy

**Power Supply:**

**How will power be supplied to your booth at the event?**

(Check all that apply)

- Power is supplied by Vendor
- Power is supplied by Organizer
- Other: (provide details) \_\_\_\_\_
- Not applicable

**Water Supply**

**Is water supply potable?**

- Yes
- Not Applicable

**Food Storage During Transport:**

**How will food temperatures be maintained during transport to the event?**

(Check all that apply)

Cold foods ≤4C(40F)  
Hot foods ≥60C(140F)

- Coolers with ice packs
- Enclosed warming unit
- Insulated thermal unit
- Refrigerated truck
- Other: (provide details) \_\_\_\_\_

**Food Preparation OnSite:**

**How is food being cooked or reheated?**

- Food cooked on site. Specify Equipment to be used:  
\_\_\_\_\_
  - Foods reheated on site. Specify Equipment to be used:  
\_\_\_\_\_
- OR:
- Food will be at proper temperature arriving at event

**Vendor Requirements**

**Food Storage at Event:**

**How will food be kept cold/hot during event?**  
 (Check all that apply)

Cold foods ≤4C(40F)  
 Hot foods ≥60C(140F)

**Cold Holding**

- Refrigerated Truck
- Mechanical Refrigeration
- Cooler with Ice Packs
- Other: (specify equipment to be used)

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**Hot Holding**

- Steam table/chafing dish
- Enclosed Warming Unit
- Insulated Thermal Unit
- Other: (specify equipment to be used)

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**Hand Washing Station:**

**How will handwashing be provided at your booth?**  
 (Check all that apply)

Must be at the booth and operational.  
 Public or stall washroom sink not acceptable.  
 Liquid soap in pump dispensers and single-use paper towels.

- Plumbed in hand sink available at the booth
- Temporary hand wash station

**Wastewater Collection & Disposal:**

**How will wastewater be collected and disposed?**  
 (Check all that apply)

Not to be drained on the ground or into storm drains.

- Direct connection to sanitary sewer
- Adequately sized holding tank with a disposal service
- Container/bucket disposed into a toilet or mop sink

**Garbage Collection:**

**How will garbage be collected and disposed?**  
 (Check all that apply)

Adequately sized bins, leak-proof and disposed of in a sanitary manner.

- Organizer/coordinator to provide containers and collect
- Will provide containers at booth and dispose at venue
- Will provide containers at booth and dispose off site

**Section D: Organizer Requirements for Temporary Food Services**

Each requirement must be completed in full. See Temporary Food Service Event Standard on <https://novascotia.ca/nse/food-protection/temporary-food-events.asp>.

Organizer Requirements	
<p><b>Site Plan *required to submit</b></p> <p>Site plan must indicate locations of vendor booths, washrooms, garbage and any other relevant information</p>	<p><input type="checkbox"/> YES – included with notification form</p>
<p><b>Power Supply:</b></p> <p>How will power be supplied?</p>	<p><input type="checkbox"/> Sufficient electrical power supply to support all food vendors</p> <p><input type="checkbox"/> All food vendors providing own power supply</p>
<p><b>Water Supply</b></p> <p style="text-align: right;">(Check all that apply)</p> <p>Water used for food preparation must be potable.</p>	<p><input type="checkbox"/> Organizer is providing water supply</p> <p><input type="checkbox"/> Vendor is providing own water supply</p>
<p><b>Garbage Collection:</b></p> <p>How will garbage be collected and disposed?</p> <p>Adequately sized bins, leak-proof and disposed of in a sanitary manner</p>	<p><input type="checkbox"/> Organizer/coordinator to provide containers and collect</p> <p><input type="checkbox"/> Vendor will provide containers at booth and dispose at venue</p> <p><input type="checkbox"/> Vendor will provide containers at booth and dispose off site</p>
<p><b>Washrooms:</b></p>	<p><input type="checkbox"/> Sufficient number of washrooms or portable toilets with handwashing facilities</p> <p><input type="checkbox"/> Separate washrooms for food vendors with handwashing facilities</p>
<p><b>Food Vendors:</b></p> <p>How many food vendors are expected at your event?</p>	<p>Number of Food Vendors at event: _____</p>
<p><b>Provide list of Food Vendors *must be attached</b></p> <p>For each vendor listed, the list must include vendor operating name, vendor contact name, vendor email, vendor phone</p>	<p><input type="checkbox"/> YES – included with notification form</p>

# Notification

Temporary Food Service Event - Continued



## Section E: Declaration

- I acknowledge that the notifier will meet the Temporary Food Service Events Standard.
- I acknowledge it is an offence under Section 94 of the Health Protection Act to provide false information and confirm to the best of my knowledge and belief the information provided in this form and supporting documentation is true and accurate and complies with the relevant provisions of the Health Protection Act, Food Safety Regulations and Temporary Food Service Event Standard.

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

## Section F: Payment

1. Payment by mail can be made by cheque or money order
2. Payment in person can be made by cash, cheque, money order, debit or credit card. Note: credit card can not be taken over the phone.
3. Payment and Notifications can be made online. Visit <https://www.novascotia.ca/temporary-food-service-event-notification> for additional information.

To locate the nearest public health inspector, visit our website at <https://novascotia.ca/nse/dept/regional-office-locations.asp>