



**SUDBURY & DISTRICT HEALTH UNIT  
Environmental Health Division**

1300 Paris Street  
Sudbury, ON P3E 3A3  
Phone: (705) 522-9200, ext. 398  
Fax: (705) 677-9607

**FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_  
Date Sent to Applicant: \_\_\_\_\_  
Mailed  Fax  Recorded   
Initials : \_\_\_\_\_

**BRANCH OFFICES**

Espanola Mall  
800 Centre Street, Unit 100C  
Espanola, ON P5E 1J3  
☎ (705) 222-9202  
☎ (705) 869-5583

6163 Highway 542  
Box 87  
Mindemoya, ON P0P 1S0  
☎ (705) 377-4774  
☎ (705) 377-5580

101 Pine Street East  
Box 485  
Chapleau, ON P0M 1K0  
☎ (705) 864-1610  
☎ (705) 864-0820

1 King Street  
Box 58  
St. Charles, ON P0M 2W0  
☎ (705) 222-9201  
☎ (705) 867-0474

**APPLICATION FOR SPECIAL OCCASION FOOD SERVICE PERMIT**

(Application should be made 30 days prior to the event)

**EVENT INFORMATION:**

NAME OF EVENT:	DATE(S) :
LOCATION:	
SPONSOR:	TELEPHONE:
CHAIRPERSON:	FAX :
MAILING ADDRESS:	
POSTAL CODE:	
TOTAL NUMBER OF PEOPLE EXPECTED TO BE SERVED:	

**FOOD:**

PERSON IN CHARGE OF FOOD SERVICE	
MAILING ADDRESS:	
POSTAL CODE:	
WHERE FOOD - (1) PURCHASED AT:	(2) PREPARED AT:
(3) SERVED AT:	FOOD SERVICE AREA IN SQUARE FEET:
COMMERCIAL BUSINESS NAME (IF APPLICABLE):	TELEPHONE:
MENU :	FAX :

**FACILITIES:**

METHOD OF KEEPING FOOD HOT:	
METHOD OF KEEPING FOOD COLD:	
SOURCE OF POTABLE WATER SUPPLY:	
TYPE OF UTENSILS: SINGLE SERVICE: <input type="checkbox"/> MULTI-USE: <input type="checkbox"/>	If multi-use, how will they be cleaned and sanitized?
SANITARY FACILITIES: (A) NUMBER OF TOILETS: M _____ F _____	(B) NUMBER OF WASHBASINS: M _____ F _____
METHOD OF GARBAGE DISPOSAL:	

NOTE: Food should be procured, transported and stored, refrigerated as necessary and prepared and served in accordance with the Food Premises Regulation, Reg. 562 R.R.O. 1990 amended to O. Reg. 502/01 made under the Health Protection and Promotion Act, 1983.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Inspector's Requirements:

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

Personal information on this form is collected under the authority of one or more of the following: The Health Protection and Promotion Act; The Ontario Building Code Act; and is in compliance with Municipal Freedom of Information and Privacy Protection Act. The information is used to ensure that all appropriate public health services are provided, that necessary statistics are kept and that follow-up inspections concerning environmental complaints/requests are recorded. Questions about the collection should be directed to the Director of the Environmental Health Division at 522-9200, ext. 398.