



Health and Wellness

# Application To Operate a Food Premises

**\*\*For Office Use Only\*\***

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

Last Inspected: \_\_\_\_\_

Approved: Yes  No  By: \_\_\_\_\_

Food Premises Name (Please Print): \_\_\_\_\_

Location (Where business will be conducted): \_\_\_\_\_

Owner's Name (Name to go on License): \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**PREMISE ID NUMBER** (License No.): \_\_\_\_\_ Fax # \_\_\_\_\_

**Would you like to receive emails specific to operating a food premises from the Department of Health & Wellness? If yes, the email listed above will be added to a mail list.** Yes \_\_\_\_ No \_\_\_\_

You can unsubscribe from the mailing list at any time by replying to an email using **unsubscribe** as the subject.

**Application Status:** Renewal \_\_\_\_ New \_\_\_\_ Seasonal (Date of operation) \_\_\_\_\_ to \_\_\_\_\_

**New premises: Include a detailed floor plan, proof of food safety training, sanitation plan and menu.**

**Application renewal: Include details of any changes to the premises.**

Do you have a liquor license: Yes \_\_\_\_ No \_\_\_\_

Water Supply: Municipal \_\_\_\_ Private \_\_\_\_ If private, water sample ID: \_\_\_\_\_

If sample was submitted under a name different than the business name noted above, please provide:  
\_\_\_\_\_

**Have you received municipal/provincial approval for the planned operation?** Yes \_\_\_\_ No \_\_\_\_

(This is required **before** you can submit an application for a food premises license)

**Type of Food Premises (please see reverse side)**

Class 1-A (\$150) \_\_\_\_ Class 1-B (\$75) \_\_\_\_ Class 2 (\$55) \_\_\_\_

Class 3-A (\$37.50) \_\_\_\_ Class 3-B (\$55) \_\_\_\_ Class 4 (\$0) \_\_\_\_

If applicable, date of opening/event: \_\_\_\_\_

**Please send application with payment to the address listed at least 2 weeks prior to opening.**

**Cheque/money order is payable to "Minister of Finance"**

**Please send to:**  
Environmental Health  
PO Box 2000, 16 Fitzroy Street  
Charlottetown, PE  
C1A 7N8

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

If you have any questions please contact Environmental Health at (902)368-4970  
**Please Note: Application fees are non-refundable**

## Food Premises License Classification System

<p><b>Class 1 – A    Fee: \$150</b></p>
<p>- Food premises where:</p> <ul style="list-style-type: none"> <li>• Food is primarily consumed <u>on</u> the premises;</li> <li>• More than 25 seats are available for patrons; <b>OR</b></li> </ul> <p>- Food premises operating primarily as a restaurant, supermarket, or retail bakery.</p> <p>Examples include licensed premises, restaurants, dining rooms, supermarkets, retail bakeries, etc.</p>
<p><b>Class 1 – B    Fee: \$75</b></p>
<p>- Food Premises where:</p> <ul style="list-style-type: none"> <li>• Food is primarily consumed <u>on</u> the premises;</li> <li>• 1 – 25 seats are available for patrons.</li> </ul> <p>Examples include licensed premises, restaurants, cafés and other premises such as take-outs and recreational facility canteens where food is primarily consumed <u>on</u> the property/premises.</p>
<p><b>Class 2    Fee: \$55</b></p>
<p>- Food premises where food is primarily consumed <u>off</u> the premises.</p> <p>Examples include take-outs or other similar food premises where food is primarily consumed <u>off</u> the property/premises (no seating available) such as convenience/grocery stores, farmer’s market vendors, farmer’s market organizers, home food production, mobile units, retail meat outlets, breweries, wineries and distilleries.</p>
<p><b>Class 3 – A    Fee: \$37.50</b></p>
<p>- A food vendor who provides food service at one temporary event per year.</p>
<p><b>Class 3 – B    Fee: \$55</b></p>
<p>- A food vendor who provides food service at more than one temporary event per year, <b>OR</b></p> <p>- The organizer of a temporary event where food service is available to the public.</p> <p>This class includes event organizers and food vendors</p>
<p><b>Class 4    Fee: \$0</b></p>
<p>- A community organization where:</p> <ul style="list-style-type: none"> <li>• Food is processed, prepared, packaged, handled, served or offered for sale or sold; <b>OR</b>;</li> </ul> <p>- An institution where:</p> <ul style="list-style-type: none"> <li>• Food is served primarily for consumption by clients of that institution;</li> </ul> <p>The food service is primarily non-commercial.</p> <p>Examples include banquet facility/church hall, hospitals and non-profit school cafeterias and canteens</p>

Personal information on this form is collected under the authority of section 5(1) of the Food Premises Regulations made under the *Public Health Act*, R.S.P.E.I. 1988, Cap. P-30.1, and under authority of section 31 of the *Freedom of Information and Protection of Privacy Act*, R.S.P.E.I. 1988, Cap.F-15.1, as it relates to the operation of a food premises. If you have any questions about the collection or use of this personal information, you may contact Environmental Health at 902-368-4970 or toll free at 1-800-958-6400.