



ENVIRONMENTAL HEALTH OFFICES

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## “POP-UP” FOOD SERVICE OPERATION FACILITATOR APPLICATION

**A COMPLETE FACILITATOR APPLICATION MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO  
THE DAY OF OPENING A “POP-UP” LOCATION**

Facilitator Company Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Authorized Agent’s Name and Title: \_\_\_\_\_

Authorized Agent’s Address: \_\_\_\_\_

Authorized Agent’s Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address of “Pop-Up” Food Service Operation: \_\_\_\_\_

Does this location serve a highly susceptible population such as pre-school age children, older adults or immunocompromised individuals receiving custodial care, health care, assisted living (e.g. child or adult day care center), kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center?

- Yes** – “Pop-Up” Food services are NOT allowed to operate in a location serving a Highly Susceptible Population
- No** – please describe type of location (e.g., office building, apartment building, etc.) and where the “Pop-Up” food service will be operating (e.g., lobby, enclosed courtyard, etc.):

Are you the owner or authorized agent of the proposed location of the “Pop-Up” Food Service Operation?

- Yes**
- No** – Please provide a written statement signed by the owner or authorized agent of the building granting permission for the “Pop-Up” operation to take place.

Does the location have toilet facilities that meet ALL of the following criteria?

- On the premises (if off-premises, toilets MUST be within 200 feet of the premises and approved by the Health Authority)
- Located in a place such that patrons do not have to walk through the food service area to use them
- If exit doors of toilet facilities have handles or knobs that must be used to open them, then sanitary towels must be provided; hand soap must also be provided



Please describe the method(s) that will be used to limit or identify patrons purchasing food at the “Pop-Up” location (e.g., electronic ticket or other tracking method in the event of a foodborne illness for traceback purposes):

Please select the method(s) and frequency for which the following information will be made available to the local Health Authority:

List of the approved food service establishments participating at the “Pop-Up” location; dates and times of operation for each participating food service establishment; and the menu of foods that will be offered by each food service establishment at the “Pop-Up” location:

- Website: \_\_\_\_\_
- Faxed to local Health Authority
- Emailed directly to the local Health Authority
- Other: \_\_\_\_\_

Frequency of notification (e.g., daily, weekly, monthly): \_\_\_\_\_

STATEMENT: I hereby certify that the above information and any attached forms and documents are correct, and I fully understand that in accordance with DPH Chapter 511-6-1-.08(5) I am responsible for the following:

- a. Ensuring that the location of the “pop-up” food service operation is not in violation with any other applicable regulations and ordinances (e.g., fire department, zoning, etc.)
- b. Notifying the local Health Authority of a change in facilitator at this location.
- c. Ensuring that only permitted food service establishments that have been pre-approved to operate at a “pop-up” location participate in the operation.

Additionally, I understand that non-compliance with the requirements listed above are violations of DPH Chapter 511-6-1, and the letter of approval for the “pop-up” food service operation may be suspended or revoked at the discretion of the local Health Authority.

Facilitator or Authorized Agent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_