

**TEMPORARY / SEASONAL VENDOR APPLICATION**

A Board of Health Permit is mandatory for each stand / truck participating in an event held in the Borough. All temporary / seasonal food vendors must have a satisfactory rating from the Health Inspector. Failure to comply may result in denial of permit. Fees are non-refundable.

- \$82.00** Temporary Vendor permit fee per stand and/or truck for no longer than five (5) days in the Borough, at a location that is not considered a permanent establishment.
- \$131.00** Annual Temporary Vendor permit fee per stand and/or truck for any number of events during the calendar year. (Except Farmer's Market)

Please Make Checks Payable to: **Borough of New Providence**

Please print clearly and complete both pages in its entirety.

**Business Information:**

Business Owner: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Event Information:**

Event(s) you will be participating in: \_\_\_\_\_

Date(s) you will be participating in: \_\_\_\_\_ # of Trucks / Stands: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
Permit fee # of trucks / stands Total fee due



Will Food be prepared ON-SITE (Circle all that apply)

YES

NO

If food is prepared OFF-SITE

Address of Commercial Location: \_\_\_\_\_  
\_\_\_\_\_

Hot Foods – Method used to keep hot foods above 135°F: \_\_\_\_\_

Cold Foods - Method used to keep cold food below 41°F: (Circle all that apply)

Electrical Outlet Access

Generator

Dry Ice

I, \_\_\_\_\_ understand that refrigeration or use of dry ice is required.  
(Applicant's Signature)

List all current Board of Health license(s) you hold in New Jersey. (attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Are you participating in any events in Fanwood, Garwood, Mountainside, New Providence, Roselle Park, Cranford, Summit? (check one) Yes\* \_\_\_\_\_ No \_\_\_\_\_.

If yes, indicate where:

\_\_\_\_\_  
\_\_\_\_\_

\*Note: licensing is done by each municipality independently. A food vendor license must be secured in each municipality where the event is being held

The following is a COMPLETE list of ALL food, beverages and products that will be sold.  
(attach separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Certification**

I hereby understand that if a seasonal permit is granted, I must comply with all applicable requirements of the New Providence Board of Health and the State of New Jersey. I further understand that such permit is non-transferable, non-refundable and is granted only for the period designated on the permit and may be revoked upon violation of any pertinent requirements of the New Providence Board of Health and/or the laws of the State of New Jersey.

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

\_\_\_\_\_  
Date

## **INSTRUCTIONS FOR TEMPORARY / SEASONAL FOOD VENDORS**

### **DEFINITION - POTENTIALLY HAZARDOUS FOOD**

Potentially hazardous food is defined as any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustaceans, raw seed sprouts, heat-treated vegetables and vegetable products, or other ingredients in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms, or the slower growth of *C. botulinum*. The term does not include foods that have a pH level of 4.6 or below or a water activity (*aw*) value of 0.85 or less. The Board of Health may augment or prohibit the sale of certain potentially hazardous food when needed to ensure the service of safe food.

### **TIME/TEMPERATURE CONTROL**

All potentially hazardous foods must be stored below 41 degrees Fahrenheit or above 135 degrees Fahrenheit. The food operator must obtain and utilize a thermometer at all times to monitor food temperatures.

Cold storage of potentially hazardous foods must be stored in coolers with dry ice or in refrigeration units supplied by either a gas or electric generator. If the refrigeration unit requires electric service, a diagram must be submitted with the application, noting the source of electric service. **Storage of potentially hazardous foods on wet ice is STRICTLY PROHIBITED.**

All refrigeration units and coolers must be provided with thermometers easily visible to the food operator.

All hamburgers must be cooked to 180 degrees Fahrenheit to ensure that E Coli 157:H7 bacteria are killed. Hamburgers with pink centers are prohibited. Chicken must be cooked to 165 degrees Fahrenheit for 15 seconds.

### **CROSS CONTAMINATION**

Raw or partially or partially cooked, potentially hazardous foods must be covered during refrigerated storage and must not be stored above cooked food items or other foods that may be subject to contamination.

When grilling hot dogs, hamburgers and/or other items on a grill, it is essential that cooked items do not come into contact with uncooked items. Raw hamburgers cannot be placed on the grill with a utensil that comes into contact with cooked food items. Failure to follow these precautionary measures could result in hazardous bacteria, such as E Coli 157:h7 contamination. All food items must be protected from contact with vermin at all times.

### **UTENSILS**

Food vendors are required to use single service utensils and serving containers, unless specific approval is granted from the Board of Health.

## **HAND WASHING**

Food vendors may not contact exposed, ready-to-eat foods with their bare hands and shall use suitable utensils (i.e. - deli tissue, spatulas, tongs, single-use gloves or dispensing equipment) to handle these foods. When single-service gloves are used, they must be changed each time the employee handles money, eats, touches their hair or face, etc. The use of gloves does not excuse the vendor from maintaining available soap, water, disposable towels and instant sanitizer to maintain proper hand-washing procedures.

## **GARBAGE**

The applicant must provide or be provided with suitable and sufficient containers to hold all garbage, food waste and litter between periods of garbage removal on the day(s) of the event.

**THE ABOVE PRECAUTIONARY GUIDELINES ARE GENERAL AND MAY NOT COVER EVERY SITUATION. ALL FOOD VENDORS ARE REQUIRED TO CONTACT THE HEALTH INSPECTOR FOR SPECIFIC INFORMATION AND APPROVAL PRIOR TO OBTAINING A TEMPORARY FOOD VENDOR PERMIT. THE HEALTH INSPECTOR WORKS OUT OF THE WESTFIELD REGIONAL HEALTH DEPARTMENT AND CAN BE REACHED AT (908) 789-4070 x 4098.**

**NOTE: A MINIMUM OF FIFTEEN (15) BUSINESS DAYS ADVANCE NOTICE IS REQUIRED FOR APPLICATION SUBMISSION, PAYMENT, REVIEW AND APPROVAL OF ALL COMPLETED APPLICATIONS. ABSOLUTELY NO EXCEPTIONS WILL BE MADE. NO PERMITS WILL BE ISSUED PRIOR TO APPROVAL BY THE HEALTH INSPECTOR.**

**FOOD OPERATORS WHO ARE ISSUED LICENSES WILL BE SUBJECT TO RANDOM INSPECTIONS CONDUCTED BY THE HEALTH DEPARTMENT ON THE DAY(S) OF THE EVENT. ANY FOOD VENDOR WHO IS NOT IN COMPLIANCE WITH THE REQUIREMENTS OF THE HEALTH DEPARTMENT MAY BE SUBJECT TO REVOCATION OR SUSPENSION OF THEIR LICENSE(S) TO SELL FOOD.**