



76 South Orange Avenue  
Suite 302  
South Orange, N.J. 07079

P 973.378.7715  
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[www.southorange.org](http://www.southorange.org)

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## **TEMPORARY FOOD VENDOR APPLICATION**

PLEASE READ AND COMPLETE THIS APPLICATION VERY CAREFULLY.  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR APPROVAL AND WILL BE RETURNED TO  
THE VENDOR. **ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED FOR REVIEW.**

Enclosed is an application for temporary food events. Vendors must fill out and return this application to the Health Department, with the proper fee, *at least thirty (30) days prior to the event, for review and approval.*

**If you are using a tent and/or a propane tank this requires a permit from the South Orange Fire Department. The Fire Department may be reached at (973) 378-7751.**

**The South Orange Health Department will need copies of your annual license, satisfactory placard and food managers' certificate to be submitted with this application.**

The Health Department charges a fee of \$75.00 for a yearly mobile food license.

Due to recent outbreaks of food borne disease caused by improper temperature control and poor hygiene practices, the South Orange Department of Health will review your application and conduct an inspection of your facility prior to the start of the event.

Vendors must be **ready to be inspected** one hour prior to the event beginning.

**Retail Food Establishments that have an annual license by a state, county or local health department and have a Satisfactory Rating will be permitted to apply. All vendors must have a 5-year Food Manager's Certification; such as ServSafe.**

**A Food Manager MUST be on site during the event.**

**Please Return Application to:**

John Festa  
Health Officer  
76 South Orange Ave.  
Suite 302  
South Orange, NJ 07079

Phone: (973) 378-7715 x 7710  
Fax: (973) 378-5830  
[jfesta@southorange.org](mailto:jfesta@southorange.org)



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Temporary Food Vendor Application
Vendor Information

VENDOR'S NAME: CONTACT NAME:
STREET ADDRESS: CITY/STATE/ZIP:
PHONE: E-MAIL:
WEBSITE/FACEBOOK:
LOCAL HEALTH DEPT THAT INSPECTS MOBILE UNIT: LOCAL HEALTH DEPT PHONE #:

Restaurant, Commissary or Incubator Information

COMMISSARY'S BUSINESS NAME: PHONE:
STREET ADDRESS: CITY/STATE/ZIP:
LOCAL HEALTH DEPT THAT INSPECTS RESTAURANT, COMMISSARY OR INCUBATOR: LOCAL HEALTH DEPT PHONE #:

Event Information

EVENT NAME: DATE OF EVENT
ADDRESS OF EVENT CONTACT PHONE NUMBER:
E-MAIL ADDRESS: WEBSITE:

List menu items - You are welcome to use more space for your description and/or include any marketing materials or other pertinent information about your business to this application.

Blank lines for listing menu items and business information.

Will the food be pre-packaged? Where is food being prepared?

How will the food be transported to the event?

Is your refrigeration on while driving?

How will temperature be regulated during festival?



TEMPORARY FOOD VENDOR APPLICATION

The following must be included for the application to be considered complete: (Please include the completed checklist and signature below with the application.)

- Completed Application, Annual license for the mobile vendor by a state, county or local health department with a satisfactory placard, A menu for the event, Annual license for the vendor's restaurant, commissary or incubator with a satisfactory placard, The fee (if applicable), A 5-year Food Manager's Certification (such as ServSafe)

Is the establishment a non-profit organization? Yes No

If yes, applicant may request a waiver of the license fee by attaching a letter requesting a waiver of the fee.

In making this application, I hereby agree to conduct the operation of the food establishment in conformance with the provisions of Chapter 24 of the New Jersey Sanitary Code and the Code of the Township of South Orange Village.

Signature of Applicant Please print name & title

Commissary: A commissary is an approved food establishment that fully meets the State of NJ Chapter 24 regulations and has a current inspection by a local, state or county health department. Your unit must be returned to that commissary daily for replenishing of supplies, and servicing of the mobile vending unit. i.e. utensil washing and or storing food. A commissary must be a physical building and cannot be the parking lot where the truck is parked.

Menu: List menu items and ideas (food and/or beverage) that you would like to serve at the event, including the ingredients used. Share any relevant information about the food you are preparing.

Annual License: The most updated current full inspection report from the local, state or county health department along with the rating placard for your servicing area (your servicing area must have a satisfactory rating).

FOR OFFICE USE ONLY
SUBMISSION DATE: APPROVED DATE: DENIAL DATE:
INSPECTOR NOTES:



## TEMPORARY FOOD VENDOR APPLICATION

All food preparation must comply with the NJ State Sanitary Code, "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines", also known as Chapter 24. To review this document you can go to this website: [http://nj.gov/health/eoh/documents/chapter24\\_effective\\_1207.pdf](http://nj.gov/health/eoh/documents/chapter24_effective_1207.pdf)

**All foods must be obtained from an approved source. Home prepared foods are prohibited.**

A Health Department representative will conduct an inspection at the site prior to the event. If you have any questions, please call the South Orange Department of Health at (973) 378-7715 ext. 7710.

### Food Safety and Handling Tips:

1. All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41° F to 135° F) at all times. Potentially hazardous foods must be transported and stored under refrigeration below 41 degrees Fahrenheit. These foods must also be kept below 41 degrees during display. If transported hot, these foods must be transported above 135 degrees Fahrenheit. When the hot food arrives on site the water in the aluminum pans must be above 135 degrees Fahrenheit. If not the food will be **turned away**.
2. All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.
3. All foods must be covered when not in use, or not in the "cooling" process. Unwrapped displayed food requires approved covers, food shields, or sneeze guards, to minimize contamination by customers. Shields and guard must be designed to intercept a direct line between the customer's mouth and the food on display.
4. Bare hand food contact is prohibited. Gloves, tongs, utensils, etc. must be used. If gloves are used they MUST be changed frequently and with changes in operation.
5. Stockpiling of hot foods such as hot dogs, sausages etc. for stock or display is prohibited, unless all areas of the food (surface and interior) are above 140° F or below 41° F.
6. Potentially hazardous foods that require reheating must be cooked to above 165 degrees Fahrenheit (internal temperature for a minimum of 15 seconds) and if held hot, must be held at 135 degrees Fahrenheit or above.  
**STERNOS ARE USED TO MAINTAIN TEMPERATURE NOT FOR HEATING OR REHEATING.**
7. Probe type thermometers must be on site and used by food service personnel to monitor food temperatures. To avoid cross-contamination, all probe thermometers must be washed and sanitized between uses.
8. Ground beef products must be cooked to a minimum of 155 degrees Fahrenheit (internal temperature for a minimum 15 seconds). Poultry products must be cooked to a minimum of 165 degrees Fahrenheit (internal temperature for a minimum 15 seconds).
9. If a hand wash facility is not located nearby, a hand wash station must be set-up in the preparation area. This must contain liquid soap, paper towels and warm water. You must also have a bucket for the grey water.
10. Equipment food-contact surfaces and utensils shall be clean to sight and touch. Nonfood-contact surfaces of equipment shall be kept free of an accumulation of dust, dirt, food residue, and other debris. If you are using a three compartment sink operation (wash, rinse, sanitize, and air dry) you must have the proper test strips on site.
11. Cut-offs or shirts and blouses with no sleeves are prohibited. Chef jackets, shirts and blouses must have a full length sleeve. Food service personnel must wear closed foot wear; sandals and open shoes are prohibited. Food service personnel must also wear hats, hairnets, beard restraints, and clothing that cover body hair. Pony tails are prohibited.
12. Any food service personnel showing signs of illness, coughing, and sneezing, etc. are prohibited from preparing, serving, or handling food and/or food equipment.