

# Roxbury Township Health Department

Morris County

## Temporary Vendor Application

Please submit this application to the Health Department at least **four weeks prior** to your first event of the calendar year to obtain your Temporary/Special Event Retail Food Establishment license.

Please complete the following information:		
Retail Food Establishment Name		
Establishment Address		
City	State	Zip Code
Contact Name	Contact #	
E-mail		
Legal Owner's Name and State Sales Tax #		

Please list all Roxbury Township events that you plan on attending:

Event name: \_\_\_\_\_ Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Event name: \_\_\_\_\_ Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

**Intended Menu:** \_\_\_\_\_

**Source of food/ingredients: (Shellfish tags, Fish Distributors)**

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### Commissary (aka base of operation or retail store)

All temporary and special event vendors are required to have a commissary where all food prep, including washing and cutting of produce, shall be done. **Please complete the Commissary Agreement on page 3**

Name of Commissary: \_\_\_\_\_ Location: \_\_\_\_\_

Provide copy of current Satisfactory Placard and license for temporary unit to use that commissary.

If your operation does not require a commissary, please provide the reasoning below:

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**FEE: \$100 NOTE: FOR NON-PROFIT (must provide 501C3 number for Gratis consideration)**

Provide copy of all Food Managers certification numbers.

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**On back of page sketch general booth set up. Show locations of hand & dish wash stations, trash containers, hot & cold hold units, worktables etc.**

## Handwashing Station

A handwashing station capable of providing a continuous flow of warm, running water is required within each booth or unit, unless only prepackaged foods are being sold. Please select one of the following:

- I will be serving only pre-packaged foods that don't require preparation or cooking
- I will have a hand sink with hot and cold water under pressure supplied with soap and paper towels
- I am a tent & table vendor serving open food and/or drinks and will provide the following:

### Handwashing Set-Up



1. A container with a hands-free spigot that is capable of holding a minimum of 5 gallons of water
2. 5 gallons of potable water (minimum) that will be replenished, as necessary
3. Pump Soap only
4. Paper towels
5. A container to catch the waste water until it can be disposed of properly
6. A trash can for disposing of paper towels

**Gloves and hand sanitizers DO NOT take the place of washing hands with soap and running water!**

## Food Handling and Temperature Control

How will bare hand contact with ready-to-eat foods be prevented?

- Tongs       Food-grade disposable gloves       Deli tissue       Other: \_\_\_\_\_

Will foods be held cold?       Yes       No      Will foods be held hot?       Yes       No

## Water and Ice

If you have ice for human consumption, where will ice be obtained?  Commissary  Event  Other: \_\_\_\_\_

Where will you obtain potable water?  Commissary  Event  Other: \_\_\_\_\_

Will you be using a hose to obtain water?  Yes       No

If yes, is the hose food-grade quality? \_\_\_\_\_ Do you have a backflow preventer for the hose? \_\_\_\_\_

Where will wastewater be disposed?  Commissary  Event  Other: \_\_\_\_\_

## Sanitizing

Where will utensil washing take place?       Commissary       3-compartment sink in unit/booth

What sanitizer will be used?       Chlorine       Quaternary ammonium

## Temperatures Maintained

How will food temperatures be maintained during transportation?

- Insulated cooler, bag, plastic container       Mechanical Refrigerators/Freezer       Other: \_\_\_\_\_

**\*\*Thermometer to temperature check foods will be required\*\***

**Please include with your application a drawing of the booth layout that includes all cooking and cold/hot holding equipment, hand washing as well as a menu. Incomplete applications will delay the approval process.**

# Commissary Agreement

Date \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_  
(Commissary owner/operator) (Commissary Establishment Name)

Located at

\_\_\_\_\_  
(Address of commissary, City, State, Zip)

Give my permission to \_\_\_\_\_ of \_\_\_\_\_  
(Temporary unit owner/operator) (Name of temporary unit)

To use my kitchen facilities to perform the following tasks on their operation days:

- Preparation of food, such as washing produce, peeling or cutting foods, cooking, cooling, reheating
- Warewashing
- Filling water tanks
- Dumping waste water
- Storage of foods, single-service items, and chemicals
- Servicing and cleaning of equipment and utensils
- Other (specify)

Commissary Water Supply:

Public       Private  
(PWSID#) \_\_\_\_\_

Commissary Sanitary Sewer Service:

Public       Private

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Commissary owner/operator)

Commissary Contact Phone Number: \_\_\_\_\_

Commissary Email Address: \_\_\_\_\_

**This Commissary Agreement is Only Valid for current calendar year.**

Applicant Name \_\_\_\_\_ Title \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Note: Please obtain a type 1 fire permit (if necessary)

Please see additional regulations for Food Concessions (next page)

**Submit Application to:  
Roxbury Township Health Department  
72 Eyland Avenue  
Succasunna, NJ 07876**

**ROXBURY TOWNSHIP HEALTH DEPARTMENT  
SANITATION REGULATIONS FOR  
SEASONAL FOOD CONCESSIONS**

1. Food concessions shall include any business selling products intended to be consumed, including: cotton candy, shaved ice, soft ice cream, fruit drinks, candied apples, pop com, sandwiches and similar products.
2. All food concessions must apply for a temporary food and drink license at the Health Dept. prior to dates(s) of operation.
3. If foods are prepared or exposed foods are served on site, proper hand washing facilities **MUST** be provided. This would include one of the following (8:24-8.9):
  - a. Running water with waste container, soap and towels provided
  - b. Water vessel (5-10 gallons) with a spigot on the bottom, a vessel to collect waste water, hand soap and paper toweling - to be mounted dispenser type.
  - c. Pretreated cleansing napkins (Wet One's, Wash & Dry Towelets etc.) in sufficient quantity with approved dispenser.
4. All foods shall be purchased from a commercial source (8:24-2.1)
5. All foods shall be prepared in a licensed and approved kitchen unless prepared on site.

**NO PREPARATION SHALL BE ALLOWED IN A PRIVATE HOME**
6. Certain foods of potentially hazardous nature such as cream pies, salads, sandwiches, custard, etc, will not be permitted to be prepared on site (8:24-8.2)
7. All potentially hazardous foods must be kept under 45 degrees For over 140 degrees F. Mechanical refrigeration shall be required to hold all potentially hazardous foods. In addition, the Health Department will consider the type of foods items to be sold and the duration of the event. Accurate thermometers (8:24-8.2) and, when necessary, stem thermometers are to be provided.
8. Shellfish shall be from approved sources certified by **the** State of New Jersey. All identification tags **MUST** be retained and held on site (8:24-2.3)
9. Milk shall be dispensed in individual containers or from approved dispensers.
10. Water in which beverages (bottles or cans) are kept shall contain two ounces of bleach to each 5-10 gallons of water. Wet storage of packaged and unpacked food is prohibited.
11. Ice which will be consumed, or will come into contact with food, shall be obtained in single service, closed, protected containers (8:24-8.3)
12. Areas around all concessions must be kept clean and free of litter, refuse and garbage, at all times. Clean, washable garbage receptacles must be available at all points where garbage develops, such as grills, stoves, service areas, corrugated cartons or wooden boxes are not acceptable.
13. Single service products (plastic or wood spoons, forks plates and cups) shall be used only once.
14. Equipment (dished, pots, pans & rinsed utensils) used in preparation; cooking or serving of food shall be washed, rinsed and sanitized after use. Sanitizing may be accomplished by:
  - a. Total immersion for at least ½ minute in clean, hot water, at least 170 degrees F.
  - b. Total immersion for at least 1 minute in a solution of at least one ounce of bleach to each four gallons of water at temperature of not less than 78 degrees F.
  - c. Iodine- follow instructions on label of container for sanitizing (8:24-5.5)
15. Employees preparing or serving food shall wear a hair net or cap that will fully cover and prevent hair from falling into food (8:24-4.4)
16. All dirt or gravel floors must be graded to prevent the accumulation of liquids and covered with removable, cleanable, wooden platforms or duckboards in the food preparation area (8:24-8.10)
17. Food preparation area shall be shielded (metal or plastic) from serving area when located adjacent to them
18. All prepared food or partly prepared food must be kept covered so as to be protected from dust and insects (8:24-8.5).

June 2023

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**FOR HEALTH DEPARTMENT USE ONLY**

Date Issued \_\_\_\_\_

License # \_\_\_\_\_

Fee \$ \_\_\_\_\_

Approved by \_\_\_\_\_