

COUNTY OF MORRIS DEPARTMENT OF LAW & PUBLIC SAFETY OFFICE OF HEALTH MANAGEMENT

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Serving the Municipalities of:

Boonton Township Denville Township Hanover Township Harding Township Mendham Township Morris Plains Borough Town of Morristown

EVENT INFORMATION						
EVENT NAME						
LOCATION OF EVENT, STREET ADDRESS, CITY, S	PERSON IN CHARGE OF EVENT (EVENT ORGANIZER)					
	, , , , , , , , , , , , , , , , , , ,					
	EMAIL ADDRESS AND/OR WEBSITE					
DATE(S)/TIME(S) OF EVENT RAIN DATE(S)		CONTACT INFORMATION FOR EVENT ORGANIZER				
FOOD VENDOR INFORMATION						
NAME OF FOOD VENDOR/BUSINESS	STREET ADDRESS, CITY, STATE & ZIP CODE					
NAME OF OWNER(S), CORPORATION, REGISTER	PHONE NUMBER					
DATE(S)/TIME(S) OF PARTICIPATION						

FOOD HANDLING INFORMATION

Please describe the food/beverage items to be prepared, sold and/or served at the event. Include how it will be served (hot/cold), whether the item will be made to order and prepared on-site or off-site. If food items are prepared off-site (*) please include the location of where the food will be prepared. A copy of the establishment's retail food license <u>and</u> inspection report <u>or</u> placard may be required by the Local Health Department. As a reminder, foods prepared in a home/private kitchen are not permitted at public events. Please note, if you are holding a bake sale, this application may not apply, please contact your local health department.

EOOD ITEM(S)	How is i	How is it served? Made		Made to order? Off-site preparation?			On-site food	preparation?	Cooking Equipment
FOOD ITEM(S)	HOT	COLD	YES	NO	YES*	NO	YES	NO	(Describe)

TEMPERATURE CONTROL	
Please describe the method(s) in which you will maintain temperature(s). How will you provide temperature control during transport to the location?	□This does not apply to my operation
How will you reheat food(s)?	☐This does not apply to my operation
How will you maintain hot holding temperatures during the event?	☐This does not apply to my operation
How will you maintain cold holding temperatures during the event?	☐This does not apply to my operation
HANDWASHING FACILITIES	
HANDWASHING FACILITIES: Handwashing facilities must be provided at each food booth/stand Registered Environmental Health Specialist for approved methods. ☐ I will set up a portable hand washing station.	. Please contact your
☐ The Event Organizer is providing portable handwashing stations that are conveniently located. ☐ I am operating in a fixed facility that has a hand sink.	
☐ I am operating in a mobile food truck that has a hand sink.	
☐ I DO NOT need a handwashing sink, as I am selling ONLY prepackaged food and/or drink. Hand sa	anitizer is required.
DISHWASHING	
DISHWASHING FACILITIES: Dishwashing facilities must be available for operators who engage in o Please contact your Registered Environmental Health Specialist for approved methods. (check one) □ I will set up a portable dishwashing station.	n-site food preparation.
☐ The Event Organizer is providing a community dishwashing station for my use.	
☐ I am operating in a fixed facility that is permitting use of the dishwashing facilities.	
☐ I am operating in a mobile food truck that has dishwashing facilities on site.	
☐ I DO NOT need dishwashing facilities, as I am not engaging in on-site food preparation.	
METHOD OF SANITIZING	
SANITIZING SOLUTION: If you are engaging in on-site food preparation, a method of sanitizing food co available. (check one)	ontact surfaces must be
☐ Sanitizing bucket/spray bottle with Chlorine (50 -100 ppm)	
☐ Sanitizing bucket/spray bottle with Quaternary Ammonia (100-200 ppm)	
☐ I DO NOT need sanitizing solution, as I am not engaging in on-site food preparation. Sanitizing wipe	es are required.
WATER, SEWER and WASTE INFORMATION	
WATER: If water supply is required, (handwashing, dishwashing or food preparation) water must com supply. Water will be obtained from: (check one)	•
☐ A public water supply is provided onsite. Water supplier name:	
☐ A public water supply is NOT provided onsite. Water supplier name:	
☐ A non-public/non-municipal/private water supply (i.e. well water) **WATER TEST RESULT MUST BE PROVIDED WITH THIS APPLICATION**	
☐ I will not be using water at my stand, as ALL of my food is pre-packaged and non-potentially hazardo	ous
SEWER: If there is a need to dispose of waste/grey water, it must be disposed of in an approved manr A municipal/public sewage disposal system on site.	ner.(Check one)
☐ A municipal/public sewage disposal system (i.e. holding tank) on site.	
☐ For Mobile Food Vendors: Appropriate sewage/waste holding tanks that will be disposed of at appropriate sewage.	oved seware disposal
sites.	oroa sorrage disposal
WASTE/GREY WATER CANNOT BE DISPOSED OF DOWN A STORM DRAIN	V

GARBAGE/RECYCLING							
\Box I will use the garbage/recycling containers provided by the E	vent Organizer.						
\square I will transport my garbage/recycling off-site and dispose of i	t at this location:						
ADDITIONAL DOCUMEN	TATION REQUIREMENTS						
check the items below if they are applicable to your operation. application. Should you have specific questions regarding the	equired to submit additional documentation for review. Please Failure to submit this information may result in denial of your applicability of these requirements, please contact your Local alth Management and request to speak with a Registered						
FARMER'S MARKET VENDORS							
Cider	Canned/Jarred Foods						
□Copy of NJ Department of Health or Local Health Department license and inspection report	facility (ONLY for non-refrigerated, low acid food items)						
□Copy of FDA warning statement if cider is not appropriately treated	□Copy of Local Health Department report and license (ONLY for high-acid or acidified food items)						
□Package labeling – provide copy of label	□Package labeling – provide copy of label						
Eggs	Meat						
□Proof that facility is registered with NJDA (if applicable)	□USDA certification stamp or USDA inspection report						
□Proper labeling of cartons – provide copy of label	□Copy of Local Health Department report and license (for storage or freezer units)						
Cheese □Copy of license from cheese processing plant (retail or wholesale)	□Package labeling – provide copy of label						
□Copy of most recent inspection report	Honey						
□Package labeling – provide copy of label	□Package labeling – provide copy of label						
	DD VENDORS						
□Copy of Commissary Agreement	□Proof of purchase for food items						
·	nd WINE VENDORS						
□Copy of ABC License	□Copy of FDA license (if applicable)						
□Copy of Retail Food License (Beer and wine vendors)							
	EQUIREMENTS						
□Drawing of stand layout including equipment, work tables, food and table service storage, and hand washing facilities. Please add an additional sheet if necessary.	□List of all food handlers (only if offering/selling <u>unpackaged</u> food items). Please list below.						

STATEMENT and C	ERTIFICATI	ON:						
Approval of these plans does not indicate com Furthermore, it does not of the operation with edgoverning food service Local Health Department revocation of your temporary control of the plant of the p	npliance with of constitute e quipment in ple establishmer and/or Mo	other ndors ace a nts. C rris Co	codes, laws or ement or acceptand operational wi Once the applicat ounty Office of H	regulation ance of the ill be neces ion is appr	s that may completed sary to dete oved, no ch	be requioperation ermine if it anges can	ired (i.e. Fed (structure or complies with to be made w	deral, State or local). event.) An inspection h local and state laws ithout approval by the
I attest that all of the in non-transferable and no be taken for non-compl	on-refundable	. By c	perating my bus	iness withir	the specific	ed municip	oality, I realize	e that legal action may
Printed Name of Oper	rator/Owner			Sigr	ature of Op	erator/O	wner	
Date of Submission								
			***055101	AL USE O	NI V ***			
RECEIPT INFORMATION:	Date Received	•	Received By:	AL USE U	Fee Collecte	ed:	Method of Pay	ment:
							□Cash	☐Credit Card
D : 10		.		T			□Check	☐Money Order
Reviewed By:		Date:		License Iss	ued By:	Date Issue	ed:	License No.
Comments:								