



## UNION COUNTY OFFICE OF HEALTH MANAGEMENT

400 North Avenue East, Westfield, NJ 07090

Phone: 908-518-5620 | Fax: 908-654-9252



### TEMPORARY MOBILE RETAIL FOOD ESTABLISHMENT APPLICATION

#### INSTRUCTIONS:

**APPLICATION SHALL BE SUBMITTED NO LATER THAN 10 BUSINESS DAYS BEFORE THE EVENT**

- Temporary Mobile Retail Food Establishment Application must be completed and submitted by email at [REHS@ucnj.org](mailto:REHS@ucnj.org) at least 10 Business days before the event. This application includes Temporary Food Facilities such as Tables and Tent set-ups, Farmers markets, trucks, and trailers.
- Only one Temporary Mobile Retail Food Establishment Application is required to be submitted for the events in the jurisdictions of the Union County Office of Health Management (Union County Parks, Scotch Plains, Roselle, Berkeley Heights) per year. **Application Fees must be paid to each municipality separately.**
- Seasonal/Annual Vendors must notify us by email at [REHS@ucnj.org](mailto:REHS@ucnj.org) of any events participating within the year of the license issued, providing us with the date and location of the event.
- Seasonal/Annual Vendors must notify us by email at [REHS@ucnj.org](mailto:REHS@ucnj.org) of any changes from the original approved application. Included but no limit changes on the menu, set-up, or commissary agreements.
- ALL Temporary Mobile Retail Food Establishments shall have a designated person to handle money exclusively.
- If you are classified as a Risk Type 3 food facility, you shall have at least one person in charge (PIC) with a Food Manager certification during the event at all times.
- Workers with Food Handlers certifications shall be present during the event at all times.
- *For Mobile Food Units only.*

Once the application is approved a Pre-Operational inspection shall be conducted before operating, in addition to the inspection during the event. If the applicant wishes to forgo a Pre-Operational inspection, an Affidavit Form must be included with this application. Pre-operational inspections would be conducted at Union County Office of Health Management (400 North Avenue East, Westfield, NJ 07090).

- Application approval expires on December 31st of the current calendar year.
- Inspection placards shall be posted for public view while vending.
- All municipal approvals shall be obtained before operating / vending.
- All receipts for foods must be available for review while vending.



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- Home food preparation and storage is strictly prohibited
- Use of Sterno's/ Chafing dishes with canned fuel are strictly prohibited for outside events.

- **Application page One:**

To be filled out by the mobile vendor- including contact information, what type of setup the application is for, a checklist for all necessities for proper handwashing, and handling of foods and supplies for operation.

- **Application page Two:**

- Vendors operations schedule: Location of the event (s). Event Coordinator information.
- Description of food operation: select all of the options that you are doing for the temporary event.
- **HOME PREPARATION & AND STORAGE OF FOOD IS STRICTLY PROHIBITED.** Exempt NJ Cottage Food Operators Holders.

- **Application page Three:**

- ALL FOOD ITEMS MUST BE LISTED ON PROPOSED MENU (including but not limited to main dishes, side dishes, toppings, beverages, etc.)
- Anticipated volume of food to be prepared and served- including where the food was purchased (with receipts).
- Location of where the food will be prepared (at the servicing area or the event site), location of where food will be cooked (at the servicing area or the event site).
- How the food will be cooked (ex. stove, induction cooker, oven, etc.).
- How the food will be cooled \*must include a cooling procedure for all foods being cooked in advance. Cooling methods can include, but are not limited to; ice baths, ice paddles, small batches, cutting larger pieces of meat into smaller pieces, shallow pans, using ice as an ingredient, etc.
  - Rapid cooling using shall take place from 135°F to 70°F in 2 hours, then 70°F to 41°F in 4 hours
  - It is the vendor's responsibility to guarantee food that has been cooked and cooled has reached 41°F in less than 6 hours. If this food has not reached proper cooling temperatures, it must be discarded.
  - A written cooling procedure will be required if cooking and cooling down are being performed.
- Description of how the food will be kept hot at the event site.
- Description of how the food will be reheated at the event site.



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- Description of how the food will be kept cold at the event site. If you are on site for more than 4 hours a refrigerator/Freezer must be available to keep food at the proper temperature. Prior approval is required for the use of coolers during the event.

\*If food is temped in the danger zone between 41°F- 135°F at an event, it may be discarded\*

- Live clams, mussels, and oysters must have tags on-site and available for 90 days.
- Receipts for all foods must be available for inspection at the event.
- Any specialized processing requires prior approval from the Union County Office of Health Management. Food PREPARATION AND COOKING for the specialized process must be performed in the commissary kitchen.
- **Application page Four:**

A blank page to draw an aerial view of the set-up of the type of mobile unit with ALL equipment listed.

- **Application page Five:**

There is a list of documents required to be submitted to process the application:

- A New Jersey Certificate of Authority:

NJ Certificate of Authority (Sales Tax Registration): NJ law requires anyone including all vendors, even seasonal businesses and “one-time” vendors, who make retail sales and therefore conduct business in NJ to register with the State for tax purposes at least 15 business days before starting business and to collect NJ sales tax on all sales of taxable tangible personal property or services. There are no special provisions for temporary vendors. Once registered, you must file all required returns until you properly end your tax registration with NJ. To obtain a NJ Sales Tax ID#, you can register online or file a paper application. File Form NJ-REG (Business Registration Application) to register with the State and to obtain a NJ Tax ID #.

For additional information on registering your business contact the NJ Dept of Taxation at 609-292- 6400, email: [nj.taxation@treas.state.nj](mailto:nj.taxation@treas.state.nj)

us or visit: [www.state.nj.us/treasury/revenue/gettingregistered.shtml](http://www.state.nj.us/treasury/revenue/gettingregistered.shtml)

<http://www.state.nj.us/treasury/taxation/publsut.shtml>

- A photocopy of the vendor's driver's license and vehicle registration (for the vending unit): Copies are required for ALL operators of the mobile unit, regardless of what type of unit. This information is required in compliance with the NJ Division of Motor Vehicle (NJDMV). The Vehicle Identification Number (VIN) that is inscribed on the vehicle must match the number located on the vehicle registration card.
- A copy of a Food Protection Manager Certificate:

If you are classified as a Risk Type 3 food facility, one that prepares and serves Potentially Hazardous Foods (raw animal/plant products), serves a susceptible population, or has a large menu that requires complex preparation including cooking, cooling & reheating of 3 or more potentially hazardous foods. During the event, you must have at least one person in charge (PIC) with a Food Manager certification.



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- A completed commissary agreement form.

A commissary kitchen is a commercial kitchen that has been inspected by a local health department, in which food and supplies are prepared, kept, handled, packaged, and/or stored. Also, could be an operating base location to which a mobile retail vehicle returns regularly for such matters as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. Private Residences Are Strictly Prohibited

- Copy of the commissary facility's most recent inspection report, if the commissary kitchen is located in a jurisdiction not covered by the Union County Office of Health Management (Union County Parks, Scotch Plains, Roselle, Berkeley Heights). The inspection report must be the full report, not just the placard.
- Well water test results if the servicing area is on a well: NJ state-certified laboratory results for water utilized for food operations.
- NJ Cottage Food Operators, must provide a copy of the most recent permit. More information can be found at: <https://www.nj.gov/health/ceohs/phfpp/retailfood/cottagefood.shtml>
- Provide a Floor Plan:

This is a draw of an aerial view of the set-up for your operations which could be a draw/print/photo of the arrangement of all equipment and food preparation areas.

### PLEASE MAIL THE COMPLETED APPLICATION AND DOCUMENTS TO:

UNION COUNTY OFFICE OF HEALTH MANAGEMENT  
400 North Avenue East, Westfield, NJ 07090

OR EMAIL AS A PDF DOCUMENT TO [REHS@ucnj.org](mailto:REHS@ucnj.org)

IF YOU HAVE ANY QUESTIONS, PLEASE CALL  
THE UNION COUNTY OFFICE OF HEALTH MANAGEMENT AT (908) 518 5620.