

Pompton Lakes Health Department

25 Lenox Avenue

Pompton Lakes, NJ 07442

(973) 835-0143 ext. 235

Temporary Retail Food Establishment License Application

Event Information

Name & Location of Event: _____

Date & Time of Event: _____

Name/Phone of Event Sponsor: _____

Name of Person in Charge on site: _____

Person in Charge Phone: _____ Email: _____

Vendor Information

Name Owner/Corp/Partner/LLC/Sole Prop: _____

Owner Address: _____

Trade Name/DBA: _____

Owner Phone: _____ Email: _____

Name of Person in Charge on site: _____

Person in Charge Phone: _____ Email: _____

Commissary Location: _____

Type of Operation:

_____ Food Truck

_____ Ice Cream Truck

_____ Trailer

_____ Indoor Setup

_____ Outdoor Setup

_____ Other

List all food/drinks to be offered: _____

Please review the following requirements for Temporary Retail Food Establishments:

All foods must be prepared and stored in a commissary or kitchen licensed and inspected by the Health Department jurisdiction in which the commissary is located. Otherwise, all foods/beverages and single use items must be purchased the day of the event and prepared and stored on site during the event.

In order for food to be stored and/or prepared off site before the event, the following must be submitted with this application:

- A copy of a current Retail Food License in the applicant's business name for the location where food is being prepared.
- A copy of the applicant's latest inspection report & "Satisfactory" inspection placard for the location where food is being prepared.

Requirements for Inspection:

- Handwashing facilities must be provided with potable water, liquid hand soap, and paper towels.
- Bare hand contact with ready to eat foods is prohibited. Food grade single-use gloves, tongs and deli tissue may be used.
- Thermometers for checking food temperatures must be on site.
- Appropriate methods for washing, rinsing, and sanitizing equipment is required.
- Proper methods/equipment must be provided to maintain foods at proper temperatures.
- Proper protection of food during storage, preparation, and display must be practiced.
- Applicant must comply with all requirements of N.J.A.C. 8:24, Chapter 24.

Licenses are non-transferable, and valid only for the event listed.

Licenses will be issued on site, upon satisfactory inspection by the Wayne Health Department.

LICENSE FEE: \$50.00, non-refundable

Make checks payable to "Borough of Pompton Lakes" and submit with this application.

The undersigned hereby applied for a Temporary Retail Food Establishment license and agrees to comply with and abide by all of the ordinances, rules, and regulations of the Borough of Pompton Lakes.

Name (Printed): _____ Date: _____

Applicant Signature: _____

For Office Use Only:

Fee Paid: _____ Date Paid: _____ Check # _____ License # _____

New Applicant Only:

Approved by: _____ Date Approved: _____

