



THE TOWNSHIP OF MILLBURN

375 MILLBURN AVENUE
MILLBURN, NEW JERSEY 07041

Temporary Food License Application

Please fill out this application completely and include a \$50.00 (Non-Refundable) license fee payable to the Township of Millburn. Return this document to the Health Department at least **2 weeks prior to the event.**

Event Name: _____

Date/Time of Event: _____

Event Location: _____

Contact Person: _____ Phone #: _____

Check list for Temporary Events:

_____ Completed Temporary Food License Application

_____ A non-refundable \$50 Permit fee (Fee is waived for currently licensed Millburn retail food establishments).

_____ Copy of Commissary Health Department License: **Food is prohibited to be prepped or made at an unlicensed facility e.g. unsatisfactory food establishment, commissary or any residential home.**

_____ List of all Food Handlers

_____ Drawing of Temporary Food Establishment layout including all equipment, work tables, food and single service storage, hand washing facilities and garbage containers

1. List all foods to be sold and source/supplier:

2. Describe the source of water and ice (for drinking purposes):

3. While transporting food to the event:
What equipment will be used to maintain food at 41 degrees Fahrenheit or lower? 140 degrees Fahrenheit or higher?

4. At the event site, how will cold foods be held below 41 degrees Fahrenheit and/or hot foods held above 140 degrees Fahrenheit?

6. How will the food product, water, and ice be stored on site?

7. How will food be protected from the public and insects?

8. How will food be served/dispensed?

10. List of all food handlers.

Note: The cooling and reheating of foods at temporary events is not permitted.

I will abide by the enclosed temporary food establishment requirements and Chapter 24. Any deviation from the above menu/format must be approved by this Department.

Signature: _____

Date: _____

Individual Temporary Food Stands Requirements to Operate

1. A temporary license application **must** be completed and submitted with fee at least 2 weeks before the event.
2. Make an appointment for inspection prior to the date of the event. Contact Louis Anello or Michael Raimo at 973-564-7087.
3. A metal-stem thermometer must be available and used to check internal food temperatures. A thin tipped probe thermometer is required for thin foods like hamburgers.
4. Potentially hazardous foods must be stored at temperatures **below 41 degrees Fahrenheit** (under refrigeration) or **above 140 degrees Fahrenheit** (hot holding) at all times, except when undergoing necessary preparation.
5. All potentially hazardous foods must be heated to **165 degrees Fahrenheit or above within 30 minutes**.
6. Crock pots, steam tables, or other hot holding devices are not to be used as a means for heating up foods.
7. All refrigerators must have indicating thermometers with the temperature maintained below **41 degrees Fahrenheit**.
8. Avoid bare hand contact with food during preparation and service by use of gloves, tongs, spatulas, forks, single service disposable gloves, wax paper, paper plates and napkins.
9. All foods must be prepared on the premises or at a health department approved Facility.
10. Leftovers may not be used. No leftovers are to be served or sold.
11. Wiping cloths to be used on table tops and counters must be stored in a separate bucket of sanitizer (one capful of liquid bleach added to one gallon of water).
12. Smoking, eating or drinking while working in booths is prohibited.
13. A refuse container with a tight-fitting lid must be available for garbage.
14. Hand washing facilities must be available for use. This facility should consist of running water, soap, and individual paper towels. (A 5 gallon or larger insulated container kept supplied with warm water delivered through a continuous-flow spigot container is acceptable.)