



**BOARD OF HEALTH
FOOD VENDOR LICENSE APPLICATION**

Dear Applicant:

While the circumstances and surroundings may change for each of the many events the Borough plans on hosting this year, you as a professional food service operator, no doubt, realize that State Law mandates certain food procedures be adhered to at all times. Both hot and cold foods must be held and served within prescribed temperature limits. Proper employee hygiene must be observed. Proper food preparation, transportation, and on-site holding procedures are all vital in insuring a "safe" event.

As such, the Borough of Keyport, in accordance with existing local ordinances, will require that all participants obtain a Temporary Retail Food License to cover your operation.

In some instances, a Borough peddlers permit may be required from the Borough Clerk, and must be obtained prior to the issuance of any other Borough permits.

In order to obtain a Temporary Retail Food License, you as a participant, must complete the attached form front and back. **If you already hold a Food Establishment License with another municipality please provide this office with a copy of that license and a copy of your satisfactory placard.**

This office reserves the right to issue further requirements based upon the nature of the proposed operation, in accordance with N.J.S.A. 8:24-8.12.

Please respond in writing to this office **no later than 10 days prior to the event**. Upon approval of your operation, a license fee and application will be required.

If you have any questions relative to this matter, please feel free to contact this office.

Very truly yours,

Russell Groves, Senior Inspector



BOARD OF HEALTH FOOD VENDOR LICENSE APPLICATION

Application is hereby made for a retail food handler license, as required and regulated by Chapter 12 of the N.J. State Sanitary Code, governing retail food establishment.

TRADE NAME _____ ADDRESS _____
BUSINESS PHONE # _____

BUSINESS OWNER
NAME _____ ADDRESS _____
PHONE# _____

DATE: _____ SIGNATURE _____

IF LEASING, PROPERTY OWNER NAME _____
HOME ADDRESS _____ HOME PHONE # _____

IF REQUESTING TEMPORARY PERMIT, DATES OF EVENT _____
FROM TO

NATURE OF BUSINESS: Restaurant _____ Mobile Unit _____
Tavern _____ Organization _____
Grocery _____ Prepackaged _____
Deli _____ Other _____

IF RESTAURANT, TAVERN OR DELI - SEATING CAPACITY _____
MOBILE UNIT ONLY

BASE OF OPERATION _____

ORGANIZATION

CLUB NAME _____ ADDRESS _____

PERSON IN CHARGE _____ TELEPHONE # _____

HOURS YOU MAY BE REACHED: _____

DATE: _____ SIGNATURE: _____

OFFICE USE ONLY

DATE RECEIVED: _____ FEE PAID: _____
PERMIT #: _____ YEAR: _____

OFFICIALS SIGNATURE: _____

NAME: _____ PHONE: _____

FEES: 1 DAY EVENT-\$15.00
3 DAY EVENT-\$35.00

2 DAY EVENT-\$25.00
4 10 DAY EVETN-\$50.00

Make check payable to: Keyport Board of Health

Application must be submitted no later then 10 days prior to the event.
If you already hold a Food Establishment License with another municipality,
please provide a copy of that current license and a copy of the current
satisfactory placard.

FULL MENU:									
HOW WILL PRODUCT BE TRANSPORTED TO THE SITE?									
WILL PRODUCT BE PREPARED ON SITE?									
WILL PRODUCT BE PRE-COOKED AT BASE OF OPERATIONS AND TRANSPORTED HOT TO THE SITE?									
WHERE IS YOUR BASE OF OPERATIONS?	<table border="1"> <tr> <td>NAME:</td> <td></td> </tr> <tr> <td>ADDRESS:</td> <td></td> </tr> <tr> <td>TOWN:</td> <td></td> </tr> <tr> <td>PHONE #:</td> <td></td> </tr> </table>	NAME:		ADDRESS:		TOWN:		PHONE #:	
NAME:									
ADDRESS:									
TOWN:									
PHONE #:									
WHAT ARRANGEMENTS WILL YOU HAVE ON SITE TO ENSURE PRODUCT REMAINS WITHIN ACCEPTABLE TEMPERATURES? Cold food must be less than 45 degrees. Hot food must be held at 140 degrees or above.									
WHAT TYPE OF MEASURE WILL YOU EMPLOY TO INSURE PRODUCT IS PROTECTED AGAINST POTENTIAL CUSTOMER CONTAMINATION, INSECT, DUST AND DIRT?									
WHAT MEASURES WILL YOU EMPLOY TO PROVIDE EMPLOYEE HANDWASHING AT YOUR SITE?									
WILL A SOURCE OF WATER FOR CLEANING BE AVAILABLE? WHAT SOURCE WILL THAT BE?									