

SPECIAL EVENT PERMIT INSTRUCTIONS

Who Needs to Apply:

Special Event Permits are required for Any event outside the normal business operations of a private or a public entity that is dependent upon the use of Township roads and/or services or which will take place on non-Township owned public or private property and which requires temporary exemption from certain Township ordinances, where the public is invited and the expected attendance of the event exceeds 50 individuals. Events taking place in Township-owned parks and/or facilities are not special events. Examples of special events may include but are not limited to parades, concerts, festivals, and walkathons.

Deadline for Submission:

Sixty (60) days prior to the event.

Fees:

The correct fee must accompany this application: **\$25.00 payable to Robbinsville Township**

Additional fees may be required for additional required permits, including Police, Fire, Health, EMS or Construction Code, Zoning, Tents, etc. You will be contacted should you need to submit additional fees.

Insurance:

- All applicants must provide a certificate of insurance specifically naming the Township of Robbinsville as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000.
- The applicant shall agree to indemnify, defend and hold harmless the Township, its agents, servants, representatives and employees, from and against all losses, damages, claims, liabilities and causes of action of every kind or character and nature, as well as costs and fees, including reasonable attorneys' fees connected therewith, and the expense of investigation thereof, based upon or arising out of damages or injuries to third persons or their property caused by the acts, omissions or negligence of the applicant, anyone for whose acts the applicant may be liable, or any claims arising out of or in any manner relating to the activities permitted pursuant to this chapter to the extent permitted by law. The applicant shall give the Township prompt and reasonable notice of any such claims or actions.
- Where it shall appear that the nature or size of the special event or the existence of other applicable insurance will not reasonably require the insurance coverage established above, the governing body may set lesser limits or accept such evidence of other insurance or financial responsibility as will reasonably afford protection to the participants of the event and the general public.

Mail or deliver application and insurance certificate with fee to:

Municipal Clerk's Office
2298 Route 33, Robbinsville, NJ 08691
(609) 259-3600 ext. 1108

Sketch:

Please provide a map or a sketch of the event layout. Include entrances/exits, parking, vendors, restrooms, etc.

Additional Permits/Information may be required:

After review of your application, you will be contacted by individual Township departments should you need to provide further information or fill out additional paperwork for other permits, such as a Liquor Permit, Tent Permit, Raffle Permit, Fireworks Permit, Park Rental Permit, etc.

Exemptions:

Township sponsored events are exempt from this process.

Events taking place in a Township-owned park or facility may be required to apply for a permit for the use of the park or facility pursuant to § 174-4 of the Code of the Township of Robbinsville and be subject to the terms and conditions thereof.

Churches, schools or other religious institution are exempt from the Special Event Permit only when:

1. The event is conducted by and held on the church/school/other religious institution's property and/or adjacent to the premises owned by the school/church/other religious institution.
2. The invited and/or expected attendance is less than 1,000 individuals.
3. All of the proceeds of the event are for the use of the school, church or other religious institution or for the use or benefit of charities of the school, church or other religious institutions; however, schools, churches or other religious institutions may still complete this paperwork (without the Special Event Permit fee), in order to assist them in obtaining other permits that are required and informing the Township of the planned activities.

Food Vendors and Food Trucks:

Each vendor will be required to obtain a Fire Permit (if cooking) and a Food Handling Permit and are subject to inspection by the Fire and Health Departments. These permits and associated fees/inspections are the responsibility of each food vendor to obtain.

It is the organizer's responsibility to ensure that all of the food vendors obtain the required permits/approvals in a timely manner.

Vendors serving alcoholic beverages require additional permits from the NJ Division of Alcoholic Beverage Control.

Each vendor should contact the Municipal Clerk's Office for instructions. Instructions/applications are also located on our website at www.robbinsville.net.

The Solicitor's permit requirement will be waived for vendors operating at an ***approved*** Special Event.

Please note that application fees, approvals and permits are not refundable or transferable.

Approval:

Once all paperwork is complete, fees paid, and approvals are obtained from all affected departments, your application will be placed on a meeting agenda for approval by the Township Council by Resolution. It is the sole responsibility of the organizer to monitor the progress of the individual vendors to ensure that applications are made in a timely manner. The Municipal Clerk shall then issue a Special Event Permit to you. This permit needs to be brought to the event and conspicuously displayed to the public at all times during the event.

Noise Ordinance:

Applicant agrees that the proposed special event will not create loud, disturbing and unnecessary noises and shall adhere to the restrictions stipulated in chapter 66, "Noise", except that a waiver may be approved at the discretion of the Business Administrator or their designee, which shall be so stipulated on the special event permit issued by the Clerk.

Excessive noise is prohibited between 11 pm and 7 am. Please see Township Code § 166-4 for further details.

Additional Regulations:

- The special event will not unreasonably interfere with or detract from the general public's enjoyment of public parks, roadways, or other facilities.
- The special event will not unreasonably interfere with or detract from the protection and maintenance of the health, safety and welfare of the inhabitants of the Township.
- The special event will not be likely to include violence, crime, or disorderly conduct.
- The roads and/or services desired to be used have not been reserved for other use at the time requested in the application.
- The person applying for the permit will restore the premises in the same condition which existed prior to the special event.
- The special event will not create loud, disturbing and unnecessary noises and shall adhere to the restrictions stipulated in Chapter 66 "Noise", except that a waiver may be approved at the discretion of the Business Administrator or their designee, which shall be so stipulated on the special event permit issued by the Clerk.
- The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route or location.
- The conduct of the special event will not require the diversion of so great a number of police officers of the Township to properly police the special event as to prevent normal police protection to the Township.
- The conduct of such special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Township.
- The concentration of persons, animals and vehicles at assembly points of the special event will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to such assembly areas.
- The conduct of such special event will not interfere with the movement of firefighting equipment en route to a fire.
- Adequate restroom facilities, as determined by the Health Department, shall be provided.
- The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance through excessive noise or emission of light.
- All directional signs erected in connection with the special event shall be removed within 24 hours of the termination of the event.
- The maximum capacity of any special event shall be established by a permit approved in accordance with Chapter 70-10 and shall be determined based upon a review of, but not limited to, the estimated attendance, location, accessibility and terms of admission for the special event.

Robbinsville Township Clerk's Office
2298 Route 33, Robbinsville, NJ 08691
Phone: 609-259-3600 Fax: 609-259-3645



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\$25.00 Special Event Permit Fee

*Attach a sketch of the event layout

Permit Number _____

Date Issued _____

APPLICATION FOR SPECIAL EVENT PERMIT

Applicant/Contact Person Name		
Organization Name		
Street Address		
City	State	Zip
Home Phone	Cell Phone	
Email Address		
Alternate Person in Charge of Event		
Home Phone	Cell Phone	

Type of Event	
Number of People Expected at Event:	
Date(s)	Rain Date
Starting Time	Ending Time
Setup Times/Dates	
Location (enclose diagram or map if necessary)	
Where will attendees park?	
Is this a private event or is it open to the public?	
Has your organization held similar events in the past? If so, please list location of past events:	

	YES	NO	Explanation
Will food be sold or served? If yes, please indicate if food will be cooked at the event or if it is pre-packaged.			
Will there be any food trucks?			If yes, how many?
Will there be restroom facilities available?			
Will there be any open burning? i.e. BBQ Grills, fire pits, appliances used for cooking, etc.			
Will you provide for ample garbage receptacles and provide for proper disposal of all trash/recycling?			
Do you have liability insurance coverage for this event?			
Will alcoholic beverages be consumed, served or sold?			
Will tickets be sold for entrance to the event?			
Will you be conducting any legalized games of chance (such as a raffle, duck race or 50/50?)			
Will there be any amusement or carnival games (rides, wheels)?			
Will there be music with amplification or other loud noise?			
Will there be fireworks?			
Will any public roads be closed or affected?			
Will emergency personnel be required (Police/Fire/EMS)?			
Will you be utilizing tents?			If yes, what size?
Will you be utilizing electricity?			
Will you be having any signs, banners, or advertising?			
Have you provided notification to residents and businesses being affected by the event?			
Are you the property owner? If not, has the property owner consented to the use of the property? (attach consent)			

As a representative of this organization I, (Print Name) _____ agree to abide by these terms, conditions and rules/regulations.

Signature _____

Date _____

**Food Vendor
Supplemental Application**

To be completed by the Special Event Permit Applicant and returned to:

Robbinsville Township Clerk's Office
2298 Route 33, Robbinsville, NJ 08691
609-259-3600
Fax: 609-259-3645

Name of Food Vendor	Contact Person	Phone Number	Email Address

Attached additional pages if necessary.

---For Office Use Only---

Name of Applicant: _____

Date(s) of Event: _____

Approvals required. _____ Admin _____ Police _____ Health _____ Fire _____ Recreation
 _____ Community Development _____ Construction _____ Zoning _____ Twp. Clerk

Approved _____

Not Approved _____

Incomplete _____

Remarks/Conditions:

Signature _____

Title _____

Date Reviewed _____

Municipal Departments: Please return a copy of this form to both the Municipal Clerk's Office and the Applicant for the Special Event Permit within 10 business days.

FOOD VENDOR INSTRUCTIONS

Who Needs to Apply:

Any event having food vendors (including food trucks) shall file a supplemental application, along with the Special Event Permit Application with the Municipal Clerk.

Application Process:

The special event permit applicant will be required to submit a supplemental application naming each food vendor that is participating in the event.

Each food vendor will be required to submit a vendor application, pay for appropriate health, fire and/or UCC Code permits as applicable, and complete inspections required by the Township.

Fees:

Each participating food vendor shall be required to pay its separate Uniform Construction Code, fire and/or health permit fees, where applicable.

Mobile Food Vendor Vehicle Requirements:

- Mobile food vendor vehicles shall be used solely for the commercial use of food and beverage service.
- All items related to the operation of a mobile food vendor, including but not limited to grills and generators, shall be physically attached to the mobile food vendor vehicle.
- Mobile food vendors shall have a portable water tank/sink for hand washing as required pursuant to N.J.A.C. 8:24-5.3 integrated within the body mobile food vendor vehicle.
- Mobile food vendors shall have a sewage holding tank as required pursuant to N.J.A.C. 8:24-5.4 integrated within the body mobile food vendor vehicle.
- The mobile food vendor license shall be prominently displayed in or on the vehicle operating as a mobile food vendor in a conspicuous place fully visible to the public at all times while engaging in business within the Township.
- Vehicles shall have properly inspected and tagged fire extinguishers 2A:10 B-C or larger
- Vehicles shall have proper fire extinguishers for the type of cooking materials used (i.e. grease, oils, butter)
- Vehicles are subject to Inspections by the Health and Fire Departments.

Additional Regulations:

- Applicants shall ensure that a food vendor participating in the permitted festival:
 - Either holds a valid mobile food vendor license issued pursuant to Chapter 158; or
 - Holds a temporary or itinerant food-handling establishment license from the Health Department and has obtained approval from the Fire Department to ensure the safety, health and welfare of the festival participants.
- **Inspections:** A food vendor shall be exempt from the festival application requirement if it holds a valid mobile food vendor license issued pursuant to Chapter 158 and is using the licensed vehicle to provide service at such festival. However, said food vendor shall be subject to inspections at the discretion of the Health Department or Fire Department.
- **Alcohol:** A food vendor shall be permitted to distribute alcohol in accordance with all other applicable laws and regulations and only if proper permits from the NJ Division of Alcohol Beverage Control are obtained.

- **Traffic/Parking:** Mobile food vendors shall abide by all existing traffic and parking regulations. Property owners, residents, and/or not-for-profit organizations giving permission to or requesting the presence of mobile food vendors shall be responsible for assuring that the mobile food vendor is parked legally on private property.
- **Serving/Dining:** No mobile food vendor shall serve food or beverages to a motorist or others while occupying a vehicle. No mobile food vendor shall provide in-truck dining services.
- **Discharge Prohibited:** Mobile food vendors shall be prohibited from discharging liquid waste, oil or grease onto the surface of the ground or from making any unapproved discharges of same into the sanitary sewer or individual subsurface sewage system located at the site.

Food Vendor Requirements for Vendor Not Operating Out of a Mobile Unit:

- If a food vendor is operating at an event, the organizer of the function must have a Special Event Permit from the Township Clerk's Office
- Vendor Needs Health Department Food-Handling License (Temporary or Itinerant)
- Vendor Needs Fire Safety Permit (if you are cooking the food)
- Vendors are subject to health/fire inspections at the event

**Robbinsville Township Clerk's Office
2298 Route 33, Robbinsville, NJ 08691
609-259-3600
Fax: 609-259-3645**



Food Vendor Application

To be completed by each food vendor attending
an approved Special Event

Township Clerk's Office
2298 Route 33, Robbinsville, NJ 08691
(609) 259-3600 ext. 1108

Instructions:

1. The special event permit applicant is responsible for distributing the following forms to each food vendor
2. Each food vendor participating must deliver or mail the following to the Township Clerk's Office at the above address a minimum of four (4) weeks prior to the event.
 - This Food Vendor Application
 - Vehicle Registration Card (if mobile food vendor)
 - Proof of Liability Insurance covering the vehicle (if mobile food vendor)
 - A copy of your Driver's License
 - Health Department's Food Handlers License Application** and fee of \$50* for annual itinerant or \$35* for temporary, single event license (or copy of current license)
 - Fire Permit Application** and fee of \$54 for Fire Permit*
 - Signed Fire Code Requirement acknowledgement page
 - Most recent copy of hood suppression written report for the vehicle (if mobile food vendor)

*Each Fee must be paid by separate check. Checks may be made payable to "Robbinsville Township."

** Vendors are subject to inspections by the Health/Fire Departments prior to and/or on the day of the event.

Name of Event or Sponsor of Event:		Date(s) of Event:	
Location of Event:			
Name of Company:		Tax ID #:	
Name of Owner of Company/Vehicle:		Business Phone:	
Business Mailing Address:		City:	State: Zip:
Home Address:		City:	State: Zip:
Vehicle Make:		Vehicle Model:	Vehicle Year:

Vehicle Vin #:		License Plate #:	Registration State:
Home Phone:		Cell Phone:	
Driver's License No.:	Driver's License State:	Email Address:	
Names of all employees that will be working on the vehicle at the event & Cell phone numbers:			

Applicant certifies that all statements made on this form are true and correct to the best of his/her knowledge. Applicant further certifies that he/she has not been the defendant or subject of any action successfully prosecuted by any agency of any government in New Jersey. Applicant further agrees to abide by the terms, conditions and rules/regulations pertaining to this permit.

Date: _____ Signed: _____



ROBBINSVILLE TOWNSHIP FIRE DEPARTMENT

Brian F. Johnson
Fire Official

1149 Route 130
Robbinsville, NJ 08691
Office: (609) 259-7814 x110
Mobile: (609) 977-9818
Fax: (609) 259-3869
bjohnson@robbinsville.net

APPLICATION FOR PERMIT

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities for the activities specified in this section, except where they are the integral part of a processor activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the Fire Official."

[N.J.A.C. 5:70-2.7(a)]

Date of application: _____
Location where activity will occur: _____
Date of event: _____ Time(s): _____
Applicant Name: _____ Address: _____
Organization Name: _____
Phone #: _____ Emerg. #: _____
Block/Lot: _____ Registration #: _____
Email address: _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location at the above indicated date(s):

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

(State quantities for each category to be stored, or used and the method stored or used:)

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the Fire Official.

Applicant Signature

Fire Official Signature

Vehicle License Plate # (Food Vehicle)

Fee Amount

Permit Type

TOWNSHIP OF ROBBINSVILLE

Cooking At Community Events

FIRE CODE REQUIREMENTS FOR FOOD VENDORS

Dear Food Vendor:

Please see the enclosed rules and regulations regarding fire extinguishers. The fire extinguisher requirement and additional requirements below will be enforced by our Fire Department on the day of the event.

PLEASE NOTE:

- If you are deep frying, you will need a special "K" class fire extinguisher plus a 10lb. ABC extinguisher. All other cooking requires at least a 10lb. ABC fire extinguisher.
- If you are in an enclosed trailer, you will need to have a current fire suppression system in the trailer plus the "K" extinguisher and a hood system.
- Kitchen hoods in the trailer need to be clean and also inspected and they should have the 6-month inspection paperwork showing no issues available on site. A permanent structure such as a trailer is treated like a small restaurant and needs to follow the same regulations.
- All propane tanks need to be secured and a leak test will be completed prior to cooking.
- Cooking under tents is not permitted unless consent is given by the Fire Department. All tents must have current flame resistance treatments. Paperwork must be presented for tent Flame resistance.

IF YOU FAIL ANY OF THE ABOVE REQUIREMENTS, YOU WILL NOT BE PERMITTED TO COOK AND PARTICIPATE AT THE EVENT. NO REFUNDS WILL BE ISSUED.

If you have any questions about the above requirements, please call Fire Official Brian Johnson, Robbinsville Fire Dept., at (609) 259-7814 x 4103

Please sign below to acknowledge receipt of the requirements and submit it with your application. You must sign this document in order to participate in the festival.

As a representative of this organization I, (Print Name) _____ agree to abide by these terms, conditions and rules.

***Signature* _____**

***Date* _____**

TOWNSHIP OF ROBBINSVILLE BOARD OF HEALTH

66 SHARON ROAD

Robbinsville, NJ 08691

Licensing: 609-259-3600 Ext 1145

Health Dept: 609-936-8400

2025 REQUIREMENTS FOR TEMPORARY FOOD LICENSES

The Robbinsville Health Department licenses and inspects all temporary and mobile food handlers for compliance with Chapter 24, (N.J.A.C.8:24). Please review the following guidelines.

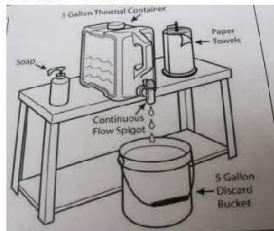
1. Completed applications must be received at least thirty (30) days prior to the date(s) of the event. Submissions received within 7 days of the event are assessed a late fee of \$35.00.
2. Plan your menu carefully. The preparation of *potentially hazardous foods* (any food items which consist in whole or in part of milk or milk products, eggs, meat, poultry, rice, fish, shellfish or edible crustacean) is strictly regulated by the New Jersey State Sanitary Code and may be prohibited, if deemed necessary. All potentially hazardous foods must be maintained at safe temperatures.
3. Safe *cooking* temperatures for *potentially hazardous foods* are as follows: 130°F for rare steak or roasts; 145°F for fish, meat, pork and game animals; 155°F for ground meat/fish, injected meats or pooled raw shell eggs; 165°F for poultry; stuffed fish/meat/or pasta.
4. Safe *holding* temperatures for *potentially hazardous foods* are as follows: 41°F and below for cold holding and 135°F and above for hot holding.
5. Indicating thermometers are required to monitor safe temperatures of *potentially hazardous foods and must be onsite*. A thin-tipped probe thermometer (range from 0-220°F) is needed for thin meats.
6. Foods must be protected from contamination while being stored, prepared, displayed or served. All food must be kept covered when on display or behind a sneeze guard. Overhead protection is needed for exposed food prep areas.
7. Gloves or utensils must be used to eliminate bare hand contact with all foods.
8. Sternos and steam tables may NOT be used for reheating.
9. Condiments shall be provided in squeeze-type containers or single service packets.
10. Ice must be from an approved source. Ice from a home on a private well is prohibited.
11. Handwashing facilities are required and should consist of dispensed water, hand cleaning liquid in a pump dispenser and individual, disposable paper towels. Handwash stations must be set-up upon arrival, prior to any food preparation or service.
 - Risk Type 2 and 3 must have a handwash station.
 - Risk Type 1 may use containers with pre-moistened towelettes.
12. A “wash, rinse and sanitize station” shall be provided for utensils, pans, and equipment used onsite. An approved means of sanitization is 1/3 cup of bleach per 5 gallons of warm water.
13. Dust and/or mud control may be necessary for the ground surface of the food preparation area.
14. Licensee is responsible to secure a fire safety permit from the Robbinsville Fire Department prior to use of an open flame or grill cooking. Contact the Fire Department at 609-259-7814.
15. All applicants must designate a licensed Base of Operation and provide a copy of the most recent inspection results. (examples: Satisfactory inspection placard, report, license to operate) Additional documentation may be requested.

REQUIREMENTS FOR A TEMPORARY FOOD EVENT DO YOU HAVE?

HAND WASH STATION

AND →

Risk 2 & 3



Hand Sanitizers do not replace the requirements for a temporary hand washing station

HAND WIPES

Risk 1,2 & 3



FOOD MONITORING THERMOMETERS

Do you need a Thin Probe Thermometer?



A thin probe thermometer is needed to monitor thin foods (ex. meat patties and fish fillets)

REFRIGERATION THERMOMETERS



SANITIZER: BLEACH OR QUATS



TEST STRIPS

Do the test strips match your sanitizer?



TOWNSHIP OF ROBBINSVILLE

APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT LICENSE

NAME AND LOCATION OF TEMPORARY EVENT			
SCHEDULED DATES OF TEMPORARY EVENT		TO	
OPERATIONAL HOURS OF TEMPORARY EVENT		TO	
SPONSOR OF THE TEMPORARY EVENT			
PHONE #		FAX #	
NAME OF TEMPORARY FOOD FACILITY			
NAME OF OWNER/OPERATOR OF TEMPORARY FOOD FACILITY			
OWNER/OPERATOR'S MAILING ADDRESS			
OWNER/OPERATOR PHONE #		FAX #	
PERSON IN CHARGE OF FOOD HANDLING			
BASE OF OPERATION:	(Location of food preparation and storage prior to the event)		
LAST INSPECTION:		HEALTH DEPT:	
PLEASE CIRCLE RATING OF INSPECTION:	Satisfactory	Conditionally Satisfactory	
THIS APPLICATION IS NON-REFUNDABLE AND NOT TRANSFERABLE BETWEEN EVENTS			
FEES:			
TAX EXEMPT NUMBER (IF APPLICABLE)			
Monday through Sunday-----\$35.00			
Late fee for applications completed within 7 days of the event-----\$35.00; Total Due \$70.00			
The undersigned has read the attached Health Department requirements for Temporary Food Licenses. The undersigned agrees to operate the aforementioned food establishment in accordance with all applicable state and local laws and regulations.			
<i>This license shall be deemed invalid if the licensee fails to receive and maintain any additional required approvals from the Robbinsville Township Zoning Officer, Fire Official and the Office of the Clerk.</i>			

Signature:		Date:	
Print Name:			

For Office Use Only: Interview conducted with		On	
License # issued:			

TEMPORARY FOOD EVENT QUESTIONNAIRE

Menu item Describe in detail	Quantity	Served Hot or cold	Equipment used onsite	Arrive at event Hot, cold, or frozen
Indicate Sources	Ice			Potable Water

<ul style="list-style-type: none"> ▪ List of Sources(s) where food will be brought from and purchased: 	
<ul style="list-style-type: none"> ▪ Will food preparation be conducted off-site of the event? 	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> ▪ If yes, where will the foods be prepared? (NOTE: FOODS CANNOT BE PREPARED AT HOME) 	
<ul style="list-style-type: none"> ▪ How are food temperatures maintained during transport? 	
<ul style="list-style-type: none"> ▪ How will potentially hazardous hot foods be held at 135°F and above? 	
<ul style="list-style-type: none"> ▪ # of units: 	Steam Table Sterno Grill Other
<ul style="list-style-type: none"> ▪ Will a refrigerated truck be used for cold food storage? 	<input type="checkbox"/> YES <input type="checkbox"/> NO
<ul style="list-style-type: none"> ▪ How will potentially hazardous cold food be kept at 41°F or below? 	
<ul style="list-style-type: none"> ▪ # of units: 	Refrigerator Freezer Ice Chest Other
<ul style="list-style-type: none"> ▪ What materials will be used for overhead protection? 	
<ul style="list-style-type: none"> ▪ What equipment will be used to protect food on display? 	<input type="checkbox"/> Sneeze Guards <input type="checkbox"/> Covers <input type="checkbox"/> Other-please describe
<ul style="list-style-type: none"> ▪ How will wastewater be disposed of from your food facility operation? 	

Provide a sketch below of the proposed layout including all key food equipment. Locations the following: handwash station, three-basin utensil wash set-up, food prep, storage and display areas.



REMINDERS!

- THERMOMETERS! Place them in cooler, refrigerators, and hot boxes. Stem-type indicating thermometers must be available!
- Food and money should be handled by separate personnel.
- Hair restraints (hair nets or baseball-type caps) are needed for foodhandlers.
- Foodhandlers may not smoke or eat while engaged in food handling.
- Food must be stored off the floor/ground.
- Exposed lighting must be protected from breakage.
- Electrical cords must be properly located to prevent tripping hazards.
- Grills, fryers and hot equipment should be located where the public can not easily gain access in order to prevent burn accidents.

**TOWNSHIP OF ROBBINSVILLE BOARD OF HEALTH
LICENSE APPLICATION
MOBILE (ITINERANT) FOOD HANDLING**

APPLICANTS MUST COMPLETE ALL 3 PAGES OF THE APPLICATION.

Trade Name:				Fee: \$50.00
Submittal Date:	/	/	License Plate #:	
Owner:				
Mailing Address:				
City:		State:	Zip:	
Mobile Phone:		Fax:	Other:	
Email:				
Contact Person:			Phone:	
Commissary/Base of Operation:				
Address:				
City:		State:	Zip:	
Inspection Date of Base:				
Licensing Agency:				
Nonprofit organizations duly incorporated under Title 15 of the New Jersey Statutes are exempt from fees.				
New Jersey State Tax I.D #:				
<u>Owner Certification</u>				
The undersigned agrees to operate this food establishment in accordance with N.J.A.C. 8:24 and all applicable state and local regulations.				
I certify that this mobile food unit returns daily to the base of operation/commissary for vehicle and equipment cleaning, discharging liquid or solid waste, refilling water tanks, ice bins and food stocks. I also understand that the home preparation or storage of food, or the cleaning of equipment or utensils used in this mobile unit is prohibited by law and subject to penalties, fines and revocation of licensure.				
This license shall be deemed invalid if the licensee fails to receive and maintain any additional required approvals from the Robbinsville Township Zoning Officer, Fire Official and the Office of the Clerk.				
Signature:			Date:	
Print Name:				
FOR OFFICE USE ONLY:	License # Issued:			

COMPLETED APPLICATIONS, FEES AND SUPPORTING DOCUMENTS SHALL BE RETURNED TO:
ROBBINSVILLE TOWNSHIP
ATTENTION: BOARD OF HEALTH
2298 ROUTE 33 ROBBINSVILLE, NJ 08691

Application Page 2
Mobile (Itinerant) Food Handler Data Form

Indicate how the unit will operate. Fixed locations ☐ Multiple sites daily ☐

Locations of Operations	Dates	Hours	Zoning Approval

Person in Charge: _____ Number of employees in the food prep area: _____

Location of employee restroom. _____

List provisions for disposal of trash and liquid waste. _____

Menu Item	Location of preparation	Daily Quantity

Circle items below provided within the mobile unit.

Hot/Cold Water Hand Sink Prep Sink 3 Basin Sink Sanitizer/Test Strips Gloves

Indicating thermometer Thin-probe thermometer Food-grade hoses Protective light covers

Refrigeration Units Freezers Hot Holding Units Bain-marie Coolers Grill/Griddle Oven Range

Fryers Hood Microwave Work List additional cooking equipment: _____

Are coolers used to store potentially hazardous foods? Yes ☐ NO ☐

Application Page 3
Mobile (Itinerant) Food Handler Floor Plan

The following items must be attached to your application:

- A copy of the Food Protection Managers Certification
- Floor plan: Sketch/ Layout/ Photo of the facility
- Most recent inspection report from the Base of Operation/Commissary
- Documentation on availability of restrooms for food handlers

The following area can be used for the Floor plan: Sketch/ Layout/ Photo of the facility