

**Township of North Brunswick
Office of the Township Clerk
Temporary Retail Food
Merchant License Application**



HEALTH DEPT RULES RECEIVED:

FEE: \$50.00

Event Information

Event Name:		Event Date:	
Event Host:		Event Location:	

Business/Merchant Information

Owner Information

Trade Name:		Owner Name:	
Base Name:		Owner Address:	
Base Address:		Address 2:	
Address 2:		Phone Number:	
City, State, Zip:		Fax:	
Email:		Corporate Contact:	

Menu/Items to Be Served/Sold:

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Type: (Choose):

Ice Cream Truck <input type="checkbox"/>	Mobile Food Truck <input type="checkbox"/>	Catering Truck/Trailer <input type="checkbox"/>	Temporary Setup (Tent) <input type="checkbox"/>
Cottage Food Operator <input type="checkbox"/>			

Mobile Vendors: Catering – Ice Cream – Food Truck:

License Plate:	Vehicle Registered To:
Registration Address:	City, State, Zip

FOOD HANDLERS COURSE REQUIREMENT (1 Supervisory Person – Every Establishment – 1x Every 3 Years) – No Bruns 416-5

Certificate Copy: <input type="checkbox"/>	Name:	Date:
Servsafe Manager: <input type="checkbox"/>	MCOHS Food Handler: <input type="checkbox"/>	Other Food Handler: <input type="checkbox"/>

Commissary/Base of Operations Information: (Not Required for Cottage Food Operator)

Agreement with Commercial Kitchen: <input type="checkbox"/>	Kitchen Name:
Address:	City, Zip:

I HEREBY CERTIFY THAT ALL PROVIDED INFORMATION IS TRUE AND TO THE BEST OF MY KNOWLEDGE:

Applicant Signature:	Date:
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****FOR TOWNSHIP USE ONLY** APPROVALS**

Fire Inspector: <input type="checkbox"/>	Signature:	Date:
Health Inspector: <input type="checkbox"/>	Signature:	Date:

Please Make Out Payment To: Township of North Brunswick

Date Issued:

Return Application To:
Municipal Clerk's Office
710 Hermann Road
North Brunswick, NJ 08902

License Number:



All Applicants:

Registered Owner:

- By signing your name to the application you certify your responsibilities as an owner of a Retail Food Establishment. Therefore, any enforcement required but not limited to Summonses for Municipal Court, Fines, and/or Injunctions will be written to you as the owner. Any discrepancies and/or issues regarding ownership or legal matters are at the discretion of the court to make applicable changes.

Food Safety Certificates

- All Retail Food Applicants shall provide an approved certificate in Food Safety. Approved courses include but not limited to ServSafe Food Handler and Middlesex County Office of Health Services Food Handlers Course. These course certificates are valid for **3 Years**.
- Food Safety Manager Certificates (ie Servsafe, etc) will be accepted and honored for the **5 Years** they are valid. The Health Department shall deem this necessary per the risk rating of your establishment. A detailed list of courses and providers is available from the Health Department or the Clerk's Office. These courses are approved by the NJ Department of Health.

Guidelines for Temporary Retail Food Applicants:

- Attached are the guidelines provided by the Middlesex County Office of Health Services. All rules are expected to be followed and failure to comply with any necessary codes may result in a revocation of the temporary license and/or removal from the event.

Home-Based Businesses/Cottage Foods:

- Cottage Food Operators must have a permit from the State of New Jersey. The Cottage Food Permit and Food Manager Certification must be submitted with this application. Mobile Vendor/Commissary/Base of Operations are not applicable. Only permitted foods on the permit are allowed to be sold at temporary events.
- Catering and all other retail food handling not outlined by the Cottage Food Requirements are subject to NJAC 8:24 – the NJ Retail Food Code and are not allowed to be prepared at home.
- See <https://www.nj.gov/health/ceohs/phfpp/retailfood/cottagefood.shtml> for more information.

Base of Operations/Commissary:

- Vendors should be established and operating out of an inspected commercial kitchen or be established in a commercial food truck with a commissary with proof of agreement or local inspection. **This does not apply to Cottage Food Vendors.**

Inspections

- All Temporary Event Vendors are subject to inspection by Fire Safety and The Health Inspector. A separate fire permit application should be made to the Department of Community Development office at x440. **This does not apply to Cottage Food Vendors.**

License Applications:

- All licenses expire at the end of the event. Licenses must be re-applied for before starting any event. Any licenses processed after the start date of the event will be assessed a late fee. Any license application missing information or the Food Safety Certificate will be denied by the Clark's Office, Health Inspector and/or the Zoning Officer.
- **At the discretion of the Township of North Brunswick your license may be revoked or not renewed if found in violation of any provisions of the Licensing Chapter, Building, Fire or Health Codes.**

I understand the above-mentioned information provided to me and all applicable regulations as provided by the Township of North Brunswick and the State of New Jersey. I understand that the above listed information are guidelines and I may be subject to further applicable local and state regulations.

Name: _____

Date: _____