



## DOVER HEALTH DEPARTMENT TEMPORARY FOOD ESTABLISHMENT LICENSE GUIDE

***Temporary Food Establishment Licenses are required for events where food is available to the public. A Temporary Food Establishment can operate no more than 14 consecutive days in conjunction with a single event or celebration.***

**Why are Temporary Food Establishment Licenses required?** Temporary Food Establishment Licenses (TFL) are required as per local and state law. The Health Department is responsible for ensuring safe food handling practices. Improper food preparation and serving practices can make people sick. People who become ill may require hospitalization or die because of food-related illnesses.

NJ law mandates that certain food handling procedures be followed at all times. Foods must be obtained from approved sources and may not be prepared in a private home. Both hot and cold foods must be held and served within specific temperature limits. Bare hand contact with "Ready to Eat" foods is prohibited, and proper employee hygiene must be observed. Proper food preparation, transportation, and on-site holding procedures are all vital to ensuring a safe event.

**What events require TFLs?** Individuals or groups planning events that are open to the public must obtain a license, such as:

- A fair, carnival, music event, or circus
- Community celebrations
- Public exhibitions
- Sports events
- Fundraisers
- Craft Fairs
- Open houses

***The requirements do not change if the food is being sold for profit or provided at no charge.***

**Are there any events that DO NOT require TFLs?** An event is not a temporary food establishment if the food is prepared or provided by members of a group for their members and their invited guests. This only applies to the gathering if it is **PRIVATE**. Any **public advertisement** (i.e. flyers, banners, list serves, etc.) of an event will mean a license is required. Examples of events that do not require a temporary food license include:

- A meeting or event for a private or charitable organization, association, fraternal group, or club
- An activity in a church or other religious congregation for members
- A gathering such as a party, picnic, or potluck where food is shared
- Private weddings that do their own food preparation

**What about a bake sale?** A bake sale does not require a TFL **if only** dry baked goods, such as cookies, brownies and cake are offered. If you are offering baked goods with cream toppings, fillings, or pumpkin pie then a TFL is required.

### **How do I obtain a TFL?**

- Submit the application found on the Dover Health Department website [here](#). By completing and submitting the application, you agree to abide by all regulations as per NJAC8:24 et seq.
- A license is required for EACH food vendor/booth operating during an event.
- Vendors who are licensed outside of Dover must provide proof of municipal license and the most current inspection rating.

**When is my application due?** An application for a TFE license must be submitted at least **14 days** prior to the event to allow time for processing of the license. All fees must be paid prior to a license being issued.

**More questions?** Please contact Dover Health Department at 973-366-2200 x1120 / 1121 or [mcuevas-greco@dover.nj.us](mailto:mcuevas-greco@dover.nj.us) / [doverregistrar@dover.nj.us](mailto:doverregistrar@dover.nj.us)



**TOWN OF DOVER**  
**DEPARTMENT OF HEALTH**

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Mayor  
James P. Dodd

Health Officer  
Marconi Gapas

## **TEMPORARY EVENTS**

### **Existing Dover Mobile Vendors / Food Establishment**

The Temporary Food Establishment License application must be submitted **14 days** before the event:

- ☐ Complete the temporary food establishment license application (payment is not required for existing town mobile vendor or food establishments).
- ☐ Inspection required; your business must be up to date on the **yearly inspection**. However, if the yearly inspection of your business has not been complete, call the Dover Health Department at 973-366-2200 ext. 1121 to schedule an inspection at least two days prior the event.

### **Out of Town Vendors**

The Temporary Food Establishment License application must be submitted **14 days** before the event:

- ☐ Complete temporary food establishment license application with payment (\$75).
- ☐ Provide a copy of the inspection report and food and drink license certificate from the town you are licensed.
- ☐ Provide menu of the food to be sold.
- ☐ Provide copy of Food Handler's certificate and photo identification.

***Your application will be processed upon receipt the requested documentation and payment.***

**YOU MUST CONTACT THE FIRE PREVENTION OFFICE FOR ANY APPLICABLE PERMITS**



**Dover Health Department**  
**Temporary Food Establishment License**  
**Departamento de Salud de Dover**  
**Licencia Temporal de Establecimiento de Comida**

**Fee/Costo: \$ 75.00**

**Vendor's Information / Información del Vendedor**

Name of Applicant (Nombre del Apicante): \_\_\_\_\_

Vendor's Phone # (# Telefónico del Vendedor): \_\_\_\_\_

Address (Dirección): \_\_\_\_\_

Name of Food Booth/Truck (Nombre del Puesto/Camión de Comida): \_\_\_\_\_

Number of Booths/Truck (Números de Puesto/Camiones de Comida): \_\_\_\_\_ Attach copy of valid ID/ Añadir copia de ID válido: ☐

**Event Information / Información del Evento**

Name of Event (Nombre del Evento): \_\_\_\_\_

Date(s) of Event (Fecha del Evento): \_\_\_\_\_

Location (Localización): \_\_\_\_\_ Time of Event (Hora del Evento): \_\_\_\_\_

Name of Event Coordinator (Nombre del Coordinador del Evento): \_\_\_\_\_

Organization (Organización): \_\_\_\_\_

Phone Number of Event Coordinator (Número Telefónico del Coordinador de Evento): \_\_\_\_\_

Email (Correo Electrónico): \_\_\_\_\_

**Commissary Information (Base of Operations) / Información del Comisariato (Base de Operaciones)**

Name (Nombre): \_\_\_\_\_

Address (Dirección): \_\_\_\_\_

**MUST BE A LICENSED AND INSPECTED FACILITY. FOOD ITEMS MAY NOT STORED OR PREPARED IN A PRIVATE HOME UNLESS THE FOOD ITEMS FALL UNDER THE COTTAGE FOOD REGULATIONS AND YOU HAVE A COTTAGE FOOD OPERATOR PERMIT (N.J.A.C. 8:24-11). FOR ALL OTHERS, PROVIDE A COPY OF THE MOST RECENT INSPECTION PLACARD FROM YOUR COMMISSARY.**

**DEBE TRATARSE DE UN ESTABLECIMIENTO AUTORIZADO E INSPECCIONADO. LOS PRODUCTOS ALIMENTICIOS NO PUEDEN ALMACENARSE NI PREPARARSE EN UNA CASA PARTICULAR A MENOS QUE ENTREN EN EL ÁMBITO DE APLICACIÓN DE LA REGULACIÓN SOBRE PRODUCTOS ALIMENTICIOS CASEROS Y SE DISPONGA DE UN PERMISO DE OPERADOR DE PRODUCTOS ALIMENTICIOS CASEROS (N.J.A.C. 8:24-11). PARA TODOS LOS DEMÁS, PROPORCIONE UNA COPIA DE LA PLACA DE INSPECCIÓN MÁS RECIENTE DE SU ESTABLECIMIENTO.**

Commissary Information Provided (Información proporcionada sobre el comisariato): ☐

If under the cottage food regulations, provide a copy of permit (Si se rige por la regulación de la comida casera, proporcione una copia del permiso): \_\_\_\_\_



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**Fee/Costo: \$ 75.00**

**Food Information / Información de la Comida**

Description of food services to be rendered (Descripción de los servicios alimentarios que se prestarán):

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List of All Food and Beverage items being sold (attached copy of your menu) / Lista de todos los alimentos y bebidas que se venden (anexe copia de su menú):

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How will you keep cold foods cold (41 degrees fahrenheit or below):  
Cómo mantendrá fríos los alimentos de refrigeración (41 grados fahrenheit o menos)

How will you keep hot foods hot (135 degrees fahrenheit or above):  
Cómo mantendrá calientes los alimentos calientes (135 grados fahrenheit o más)

How will you prevent bare hand contact with ready to eat foods:  
Cómo evitará el contacto de las manos descubiertas con alimentos listos para el consumo

Describe handwashing facilities at your booth/truck:  
Describa las capacidades para lavarse las manos en su puesto/camión

Describe ware-washing facilities at your booth/truck:  
Describa las capacidades de lavado de vajillas en su puesto/camión

Method of solid waste disposal:  
Método de deshecho de basura

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Water source:  
Fuente de agua

Ice Source:  
Fuente de hielo

Food/Beverage Provider(s):  
Proveedor(es) de comida y bebida

Address of Food Provider(s) / Direcciones de los proveedores de alimentos:

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**Dover Health Department**  
**Temporary Food Establishment License**  
**Departamento de Salud de Dover**  
**Licencia Temporal de Establecimiento de Comida**

**Fee/Costo: \$ 75.00**

**\*All foods shall be protected against contamination from dust, flies, unclean utensils and work surfaces, unnecessary handling, etc.**

**\*Temporary Food Establishment Licenses are not transferable.**

**\*Temporary Food Establishment Licenses are valid for a period of 14 consecutive calendar days.**

**\*Temporary Food Establishment License applications are due 14 days before the event.**

**\*Todos los alimentos deberán estar protegidos contra la contaminación por polvo, moscas, utensilios y superficies de trabajo sucios, manipulación innecesaria, etc.**

**\*Las Licencia Establecimiento Temporales de Comida no son transferibles.**

**\*Las Licencia Establecimiento Temporales de Comida son válidas por un período de 14 días consecutivos.**

In consideration of such license, I hereby agree at all times to conduct the said premises in conformance with the purposes, intent and provisions of the New Jersey State Sanitary Code, and other ordinances of the municipality, relating to the conduct of said business.

En consideración de dicha licencia, por la presente me comprometo en todo momento a dirigir dicho local en conformidad con los propósitos, la intención y las disposiciones del Código Sanitario del Estado de Nueva Jersey, y otras ordenanzas del municipio, en relación con la realización de dicho negocio.

\_\_\_\_\_  
Signature of Applicant/**Firma del Apicante**

\_\_\_\_\_  
Date/**Fecha**

**Health Department Office Use Only:**

Fee Submitted: Cash \_\_\_\_\_ Chk/MO: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Fee Exempt: \_\_\_\_\_

Handouts Given (Regulations for TFE, Temporary Food Event Guide, Hand-washing & utensil-washing requirements):

Yes ☐ No ☐

Approved: \_\_\_\_\_

Expiration Date: \_\_\_\_\_



# DOVER HEALTH DEPARTMENT

## REGULATIONS FOR TEMPORARY FOOD ESTABLISHMENTS

### LICENSING

1. A temporary retail food establishment is any vendor selling or giving away food and beverages for immediate consumption in conjunction with a single event or celebration for no more than 14 consecutive days.
2. All temporary food establishments must apply for and display a temporary food establishment license for the time period they intend to operate. The license is issued by the Dover Health Department. **Temporary food establishment license applications are due 14 days before the start of the event.**

### SANITATION AND SET UP

1. Hand washing facilities **MUST** be provided within the booth. The set up must include:

- ☐ 5 Gallon covered container with spigot
- ☐ 5 Gallon wastewater collection container
- ☐ Liquid Hand Soap
- ☐ Individual disposable paper towels for drying hands
- ☐ Waste basket for used towels.
- ☐ A sign to remind food employees to wash their hands frequently.

*If there is no food preparation and only product samples are being offered, then hand sanitizers or pre-treated cleansing towelettes may be utilized.*

**(8:24-2.3(f)/6.7A)**

2. Employees shall wash their hands and exposed arms before engaging in food preparation and after:

- a. Using a toilet
- b. Touching human body parts
- c. Coughing, sneezing, or using tobacco, eating, drinking
- d. After touching soiled equipment
- e. After touching raw food
- f. During food preparation as often as necessary
- g. Before donning gloves for working with foods
- h. After hands become contaminated.

**(8:24-2.3(f1-9))**

3. All food ingredients and ice shall be purchased from an approved commercial source or commissary and shall be prepared in a licensed and inspected commercial facility or on site. **Food prepared in private homes for public distribution or sale is prohibited.** **(8:24-3.2(a)1-2)**
4. Drinking water shall be obtained from an approved source that is operated in accordance with the New Jersey Safe Drinking Water Act. It must be sampled, tested, and conveyed using safe, water quality apparatus. **(8:24-5.1a – j)**



## DOVER HEALTH DEPARTMENT

### REGULATIONS FOR TEMPORARY FOOD ESTABLISHMENTS

5. **NO BARE HAND CONTACT.** Food employees may not contact exposed, ready-to-eat food with bare hands. Single use, disposable gloves and/or suitable utensils to prevent bare hand contact with ready-to-eat foods. (8:24-3.3(a)2)
6. Foods that require temperature control for safety (TCS) shall be maintained at the proper temperatures. Cold TCS foods shall be maintained at **41 degrees F** or below. Hot TCS foods shall be maintained at **135 degrees F** or above. (8:24-3.5 f 1-2)
7. There must be sufficient hot and cold holding units to maintain TCS foods at their proper temperatures with accurate thermometers inside the units to monitor the ambient temperature. (8:24-4.2c-7)
8. Bi-metal, thin probe stem thermometers must be utilized to check and monitor hot and cold food temperatures. A small diameter, thin tipped thermometer designed for monitoring thin meat patties is best. (8:24-4.2c-1-2)
9. Grills, stoves, and other equipment to rapidly cook and reheat foods must be provided. Previously cooked, then cooled foods must be rapidly reheated (within 2 hours) to 165 degrees F on a grill or stove before serving. **The use of slow cookers, crock pots, steam tables, Baines maries or other warmers to reheat foods is prohibited.** (8:24-3.4g4)
10. Three (3) plastic tubs for manual dishwashing shall be provided to wash, rinse and sanitize food service equipment and utensils. Provide an area for air drying cleaned and sanitized equipment. (8:24-4.8a-1)
11. An approved chemical sanitizer (chlorine, Iodine or quaternary ammonium compound) must be available and prepared in solution to the proper concentration. The proper test kit must be available to monitor the concentration of the sanitizing solution. (8:24-4.8j1,3 & 4.8k)
12. Chemical sanitizers shall be prepared to the proper concentrations. **Food contact surfaces must be cleaned and sanitized at least once every four hours.**
  - a. Chlorine solution @ 75 degrees F shall be 50 - 100 ppm (mg/L).
  - b. Iodine solution @ 75 degrees F shall be 12.5 to 25 ppm (mg/L).
  - c. Quaternary ammonium compound shall be per manufacturer's directions. Commonly @ 75 degrees F QAC shall be 150ppm to 400ppm (mg/L).(8:24-4.8j1-3)
13. Food shall be protected from contamination while being stored, served, or displayed by using protective covers, sneeze guards, wraps and elevated platforms to keep it at least 6" above the ground. (8:24-3.3f & t)
14. Molluscan Shellfish shall be from an approved source certified by the State of New Jersey. All identification tags that accompany the shellfish must remain with the shellfish until the shellfish is entirely consumed and then the identification tag must be retained and held by the vendor in chronological order for 90 days. (8:24-3.2r)





## DOVER HEALTH DEPARTMENT

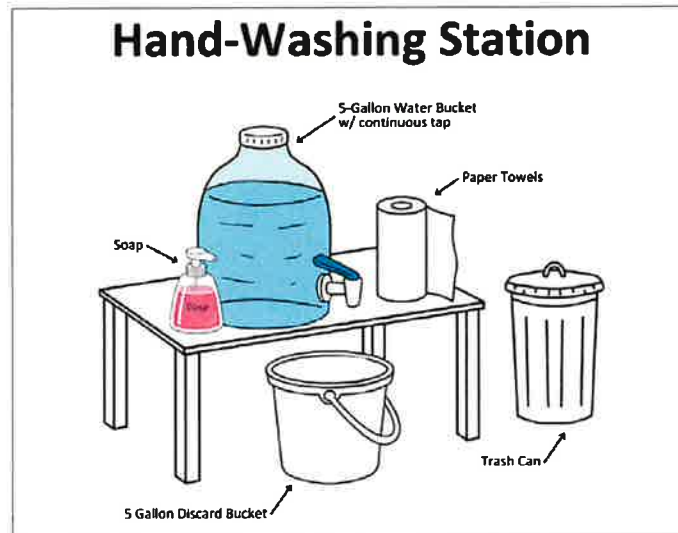
### REGULATIONS FOR TEMPORARY FOOD ESTABLISHMENTS

15. Waste receptacles with liners and covers for food waste and trash must be provided. Receptacles for recyclable materials shall also be provided. The area around the temporary establishment must be kept clean and free of litter, refuse and garbage at all times. **(8:24-5.5a)**
16. All dirt, gravel or partially grass covered areas located within the food preparation area shall be covered with duckboards, mats, cleanable wooden platforms or other material acceptable to the Health Authority shall be put down to prevent dirt and dust from rising up. **(8:24-6.1(a) 2).**
17. Food workers shall wear clean clothing and wear hair restraints in the form of a cover that will prevent hair from falling into the food. **(8:24-2.3k/2.4c1)**
18. The Inspector may establish additional structural or operations requirements as necessary to ensure that food remains safe, and the establishment is sanitary.



## HAND-WASHING FACILITY REQUIREMENTS

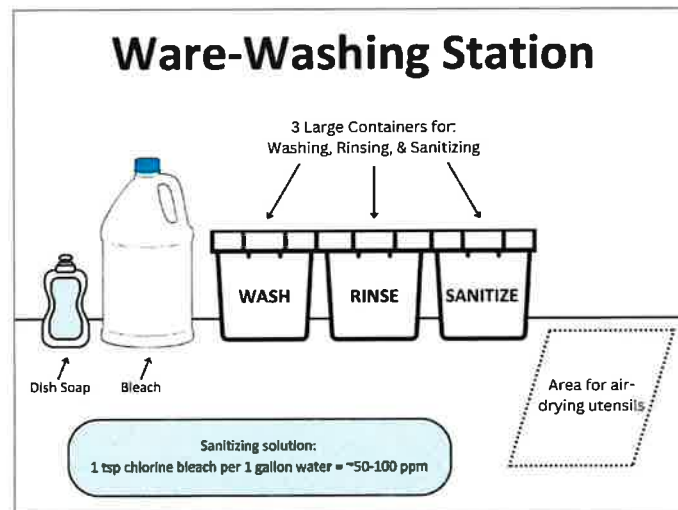
Hand-washing facilities, separate from the utensil washing area, shall be provided. Hand-washing facilities shall be located within each temporary food stand and conform to the diagram below:



## UTENSIL-WASHING FACILITY REQUIREMENTS

Booths with food preparation require three (3) containers for the cleaning of equipment, utensils, and for general cleaning purposes. One shall contain soapy water, one shall have clean water for rinsing, and the last a bleach/water solution for sanitizing.

**Note:** Additional facilities, such as a sink with running water, may be required when there is extensive food preparation or where water, power, and sewer connections are available.



Immerse utensils and equipment into a sanitizer solution of 1 teaspoon of household bleach per gallon of water for 60 seconds, then air dry.