



The Borough of Hightstown

156 Bank Street

Hightstown, New Jersey 08520

(609)490-5100 ext. 628

priggio@hightstownborough.com

TEMPORARY FOOD ESTABLISHMENT AND FIRE PERMIT APPLICATION PACKET

A **Temporary Food Establishment** as defined in N.J.A.C. 8:24, *Sanitation in Retail Food Establishments and Food and Beverage Vending Machines*, is a food establishment that operates in conjunction with a single event or celebration.

To apply for a temporary food establishment permit:

- Complete and submit an application form and required fees for each event at least **20 days prior to the event**. The fee is \$35 if cooking is done off premises and \$89 if you will be doing any cooking on premises. Incomplete applications will be returned. Please make checks payable and mail to **Borough of Hightstown, 156 Bank Street, Hightstown, NJ 08520. Attn: Peggy Riggio, Borough Clerk.**
- Please review the information provided in this information packet regarding food safety and event day preparation.
- Please keep pages 1 & 2 for your use and RETURN pages 3-5 and page 6 (if applicable) to the Borough of Hightstown for processing.
- A member of the Health Department will call you after your complete application is reviewed to discuss your operation, obtain additional information if needed and answer any questions you may have.
- Temporary Food Permits will be emailed by the Borough Clerk **PRIOR TO** the day of the event. The permit must be printed and displayed during hours of operation.
- If cooking is to be done on premises, please complete and return page 6.
- The Fire Marshal will contact you to obtain additional information and will issue the temporary fire permit on the day of the event. (Only applies if cooking on premises)
- Any questions should be directed to Peggy Riggio, Borough Clerk at (609)490-5100 ext. 628 or by email at priggio@hightstownborough.com.

The West Windsor Township Health Department inspects all temporary and mobile food handlers on behalf of Hightstown Borough. For compliance with Chapter 24, (N.J.A.C.8:24), please review the following guidelines.

1. Completed applications must be received 20 days prior to event.
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 if conditions warrant.
14. If you are a home business selling prepared foods, please include a copy of your cottage license.



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Received: _____
Check # _____
Amount: _____
To WW Health _____

TFL _____

APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT

Fee: \$35 no cooking on premises _____

\$89 cooking on premises _____

(Complete Temporary Fire Permit Application if applicable)

EVENT INFORMATION

EVENT LOCATION: _____

EVENT DATE: _____

OPERATIONAL HOURS: _____

APPLICANT INFORMATION

BUSINESS NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

PERSON IN CHARGE OF FOOD HANDLING: _____
(include food manager's certification if applicable)

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

___ Initial Application ___ Repeat Applicant *(Applicant has an approved Plan of Operation on file with the Health Department for this calendar year of 2024 and this event will conform with the original plan.)*

THIS APPLICATION IS NON-REFUNDABLE AND NON-TRANSFERABLE BETWEEN EVENTS

Late filing of your application or missing information, including fees, may result in application being denied.

The undersigned has read the attached requirements for Temporary Food Licenses and/or Fire Permits and agrees to operate the aforementioned food establishment in accordance with all applicable state and local laws and regulations.

Signature

Date

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				

- List of Sources(s) where food will be brought from and purchased:

- Will food preparation be conducted off-site of the event? ___YES ___NO

- If yes, where will the foods be prepared? (**NOTE: If foods are prepared at home, a state issued Cottage License is required. Please attach license**)

- How are food temperatures maintained during transport?

- How will potentially hazardous hot foods be held at 135°F and above?
of units: Steam Table _____ Sterno _____ Grill _____ Other _____

- Will a refrigerated truck be used for cold food storage? _____YES _____NO

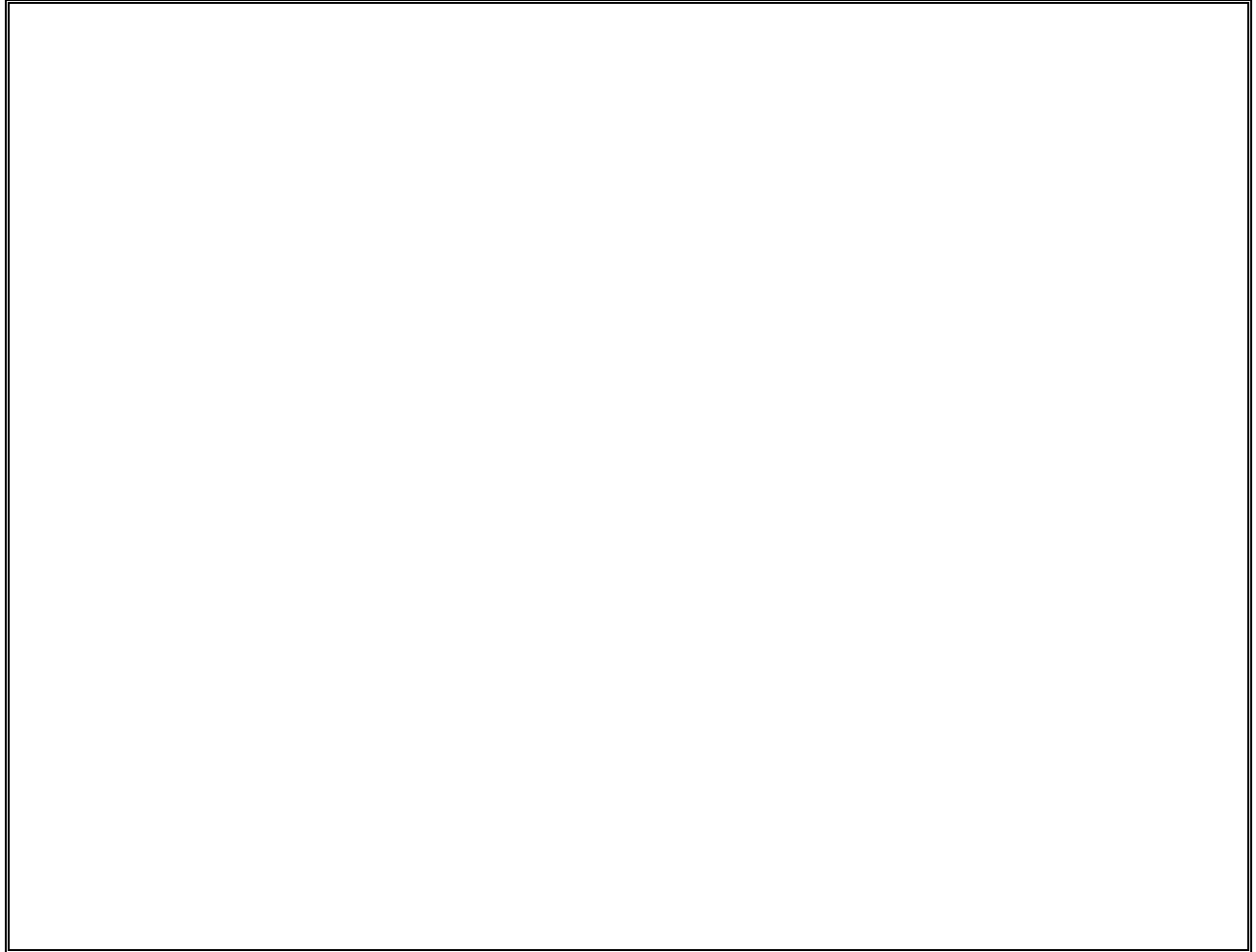
- How will potentially hazardous cold food be kept at 41°F or below?
units: Refrigerator _____ Freezer _____ Ice Chest _____ Other _____

- What materials will be used for overhead protection? _____

- What equipment will be used to protect food on display?
Sneeze Guards _____ Covers _____ Other _____

- 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 food handlers.
- Food handlers 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 cannot easily gain access in order to prevent burn accidents.



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Received: _____
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To Fire Marshal _____

Temporary Fire Permit Application

EVENT INFORMATION

EVENT LOCATION: _____

EVENT DATE: _____

OPERATIONAL HOURS: _____

APPLICANT INFORMATION

BUSINESS NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

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

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

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

Date

Fire Official Signature

Date

Permit Type: 1