

Township of Little Falls

County of Passaic

New Jersey



Incorporated 1886

225 Main Street
Little Falls, N.J. 07424

Municipal Clerk
Tel. 973-256-0170
Fax 973-890-4501

\$35.00 Fee Per 7 Day Event

- INSTRUCTIONS:**
1. Submit an application for **EACH** booth. (*Please print clearly*)
 2. Application **MUST** be received 2 weeks prior to operation.
 3. Carefully read the attached rules.
 4. Complete the **ENTIRE** application.
 5. The application will **NOT** be accepted with incomplete information.
 6. After the application is received, the person in charge of each booth will be contacted.
 7. **An application must be filled out for each event.**
 8. **Fee is acceptable for 7 days.**

Name of Organization, Business: _____

Name of Person-in Charge: _____

Name on License: _____

Address: _____

Work Phone: _____ Home Phone: _____

Name of Manager of the Concession: _____

Signature of Person Filing Application: _____

Type of Event to be held: _____

Name of Event being held: _____

Location, Address: _____

Date/Dates of Operation: _____ Hours: _____

Provide a Site Plan indicating the setup of equipment and facilities (not necessarily to scale).

Note: There must be a person in charge at all times who is knowledgeable and reasonable for the safety of the food.

List foods/beverages that will be brought to the event ready to eat (no cooking required here or at your base of operations) Example: commercially made ice cream, sodas, and prepackaged snacks.	List foods/ beverages that will be brought to the event that only require cooking on-site (no advance cooking/cooling required of any of the ingredients required here or at your base of operations) Example: hot dogs and hamburgers.	List foods/ beverages to be served that will require advanced cooking/cooling. Cooling must occur at your commercial base of operations. Example: chili, pastelillos, potato salad, crab cakes, etc.

6. Where will the potable (drinking) water be obtained? _____
7. Describe the location and set up of hand washing facilities to be used at the temporary food establishment. **Proper hand washing includes warm running water, soap, paper towels, a trash can and a container to catch the wastewater must be supplied. (Please see attachment for more information)*

8. Where will you wash your utensils, etc. used while at the event? _____
**Unless the event restricts your access, you must wash your utensils, pots, pans, etc. at a commercial kitchen. Bring enough wrapped extra equipment to change out every two hours or as needed.*
 If the event restricts you access, you will need to wash, rinse and sanitize on-site.
 What equipment will you have on-site to accomplish this? *(Note: Hot and cold potable water must be supplied along with 3 compartment sink or equivalent.)*

- a. Gallonage of hot and cold water vessels: Hot: _____ gallons
 Cold: _____ gallons
- b. Sanitizer that will be used on-site: _____
9. How will any frozen foods be thawed? _____
10. Describe the floors, walls and ceiling surfaces within the Temporary Food establishment: *(Note: There must be overhead protection.)*
 Floor covering: _____
 Ceiling/overhead protection: _____
 Walls: _____
11. Will electricity be needed to operate any equipment?
 Yes
 No
 If yes, how will the electricity be delivered? _____

✓ Check all temperature control methods you will use to keep potentially hazardous foods either 41^oF or below or 135^oF or above. Note on the space provided, how many units you will be using at the event.

Cold Holding	Cooking	Hot Holding
<input type="checkbox"/> Commercial Refrigerator <input type="checkbox"/> Refrigerator Truck _____ <input type="checkbox"/> Freezer _____ <input type="checkbox"/> Ice Chest (limited use only) _____ <input type="checkbox"/> Drained Ice(limited use only) _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Oven _____ <input type="checkbox"/> BBQ Grill _____ <input type="checkbox"/> Gas Grill _____ <input type="checkbox"/> Deep Fryer _____ <input type="checkbox"/> Stove _____ <input type="checkbox"/> Wok _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Oven _____ <input type="checkbox"/> BBQ Grill _____ <input type="checkbox"/> Gas Grill _____ <input type="checkbox"/> Deep Fryer _____ <input type="checkbox"/> Stove _____ <input type="checkbox"/> Crock Pot _____ <input type="checkbox"/> Hot Display Cases Heat Source _____ <input type="checkbox"/> Chafing dishes _____ <i>Note: canned heat (sterno) will only be allowed for indoor events that are less than 3 hours long.</i> <input type="checkbox"/> Other _____
<i>Note: No home-style refrigerators are allowed.</i>		

12. If food is served from a mobile food vending vehicle, indicate the applicable license number and most recent sanitary inspection rating:

13. Out of town food vending vehicles **MUST** list towns in which they are licensed and Satisfactory Rating Placard

OFF SITE FACILITIES

Advanced Preparation Facility: _____
 Address: _____ Phone # _____
 License # _____

Food Storage Facility: _____
 Address: _____ Phone # _____

The Little Falls Health Department has the legal authority to inspect any and all booths and concessions selling food at any indoor or outdoor public function held within the City.

Chapter XXIV of the New Jersey State Sanitary Code list the regulations that **MUST** be met regarding the protection of foods.

Failure to comply with these regulations may result in the disapproval of the application or, if already in progress, closure of that and imminent health hazard exists.

RULES AND REGULATIONS FOR ITINERANT RESTAURANTS

1. Hamburgers, frankfurters, and other foods which prior to service, requires only limited preparation, such as seasoning and cooking; or Potentially hazardous food which is obtained in individual servings and is stored in approved facilities which maintain food at safe temperatures, (below 41°F or above 135°F), and is served directly in the original individual container in which it was packaged at a food processing establishment.
2. Food handling at the site **MUST** be limited to cooking and final assembly.
3. Employees must not touch ready to eat foods with their bare hands. Gloves must be used when handling ready to eat foods. Tongs, gloves, forks, wax paper pieces, etc. may also be used. Touching food with bare hands transfers viruses and bacteria to the food.
4. Home preparation of food is **PROHIBITED**.
5. Wash **ALL** produce thoroughly **BEFORE** bringing it to the site.
6. **ALL** food **MUST** be purchased from a licensed retail or wholesale food outlet.
7. Foods **MUST** be stored off the ground.
8. **ALL** foods **MUST** be properly packaged and protected from spoilage and adulteration.
9. Thin probe must be used when taking food temperatures.
10. Thermometers **MUST** be provided to indicate stored food temperatures. Proper temperatures **MUST** be maintained when food is in transport.
11. Food contact surfaces **MUST** be:
 - *smooth and easily cleanable.
 - *maintained in a clean and sanitary condition.
 - *protected from contamination. Where necessary, effective shielding or distancing from the consumer **MUST** be provided (i.e. sneeze guards, etc.).

12. Single service utensils **MUST** be used. Utensils **MUST** be stored in a clean, dry place and handled in a manner that prevents contamination. The handles **MUST** face up out of the container.
13. Ice **MUST** be dispensed with a scoop.
14. If packaged or bottled food is placed in wet storage, iced water with a concentration of 50 parts per million (50ppm) available chlorine **MUST** be used to kill bacteria.
15. The following general sanitary regulations **MUST** be complied with including but not limited to:
 - *personnel must be healthy and free of communicable disease.
 - *proper hygienic practices must be followed.
 - *clean outer garments must be worn.
 - *hands must be washed frequently and thoroughly.
 - *no smoking by food handlers.
 - *hair restraints are required by food handlers.
 - *enamelware is not to be used.
 - *booths must be covered or under shelter.
 - *floor surface must be free from dust or moisture.
 - *Gloves to be used when handling ready to eat food.
16. An adequate number of hand washing and toilet facilities **MUST** be provided and **MUST** be easily accessible.
 - a. Hand washing facilities **MUST** include:
 1. Hot and cold running water, soap, wash basin, and paper towels or
 2. One bucket large enough to immerse hands, with soap; and another bucket with 50ppm available chlorine (bleach) for bactericidal rinse, and paper towels. Buckets **MUST** be labeled "hand wash" and "hand rinse". **COMMON TOWELS ARE PROHIBITED.**
 - b. Toilet facilities **MUST** include:
 1. Screened windows and self-closing doors to exclude flies and other insects.
 2. They must be maintained in a clean and sanitary condition.
 3. Liquid wastes must be disposed of properly to prevent the occurrence of unsanitary conditions.
17. The staff at your event needs to be thoroughly instructed on how to properly wash their hands. The following is a guide for you to use in this training:
 - a. Use soap and water when washing hands. Antibacterial lotions do not work on dirty hands nor do they kill viruses.
 - b. Rub your hands together as you wash. The friction helps to remove the germs.

- c. Wash **ALL** parts of your hands: back of your hands, fingertips, between your fingers and your palms. If needed, wash your forearms also.
- d. Wash with soap for at least 20 seconds.
- e. Rinse your hands with water to wash away germs.
- f. Dry with Paper Towel. Cloth towels spread germs from one person to the next.
- g. Turn off the water using a paper towel instead of your clean hands.

** Wash your hands, as described above, before you begin work and after performing any of these activities:

- Using the toilet
- Handling raw foods
- Coughing or sneezing
- Touching hair, face or body
- Smoking or eating
- Handling soiled items or scraping tableware
- Handling trash or garbage.

18. An adequate method of cleaning and sanitizing equipment and utensils **MUST** be provided. A bucket for wiping cloths containing warm water and bleach is recommended.
19. **ALL** garbage **MUST** be properly contained in easily accessible plastic or metal containers tight-fitting lids. **ALL** containers **MUST** also be provided with heavy-duty plastic liners. Garbage is to be disposed of on a daily basis. Garbage shall not be allowed to overflow from receptacles.
20. The premises **MUST** be maintained free of litter for the duration of the event. Workers are to periodically collect loose, blowing litter.
21. Mobile food units shall operate from a commissary or other fixed wholesale or retail food establishment and shall report at least daily to such location for all food supplies and for all cleaning and servicing operations.
22. **Any** other requirement deemed necessary by the Clifton Health Department to protect the public health in view of the particular nature of the food service operation **SHALL BE MET**.
22. A health department representative will review the information provided and contact the responsible party if there is a need for additional data. It is the responsibility of the organization(s) holding the event to ensure that **ALL** concessionaires meet the requirements set forth above. If you have any questions, please contact the Little Falls Health Dept. at (973) 256-1863, Monday thru Friday.