

262 South Finley Ave.
Basking Ridge
New Jersey 07920



Bernards Township Health Department

T. 908.204.3070
F. 908.204.3075
health@bernards.org
www.bernardshealth.org

Temporary Food License Application Process
For Bernards Township, Bernardsville Borough and Peapack & Gladstone Borough

1. Apply for food license a minimum of **10 business days** before scheduled event. The food license form is attached for your convenience, or it can be found online at bernardshealth.org. Applicants have the option to apply for a temporary food license or an annual food license. The annual food license is valid from July to June of each year.
 - a. Application along with the appropriate fee made out to the municipality where the event will be held must be submitted to:
Bernards Twp. Health Department
262 South Finley Ave, Basking Ridge NJ, 07920
2. Events with **3 or less food vendors** schedule your inspections with the Bernards Township Health Department. 908-204-3071. We require 24-hour notice for inspections. Individual food trucks may be required to travel to the health department for inspection based on date/time of event.
 - a. For events with **4 or more food vendors** an event coordinator must provide a list of all the food vendors who are participating and collect all the required paperwork/fees and submit to our office.
3. ServSafe Certifications and most recent license and commissary inspection reports should be emailed to mkeegan@bernards.org once inspection is scheduled.

Any application received less than the required 10 business days prior to the event runs the risk of not being able to attend the event based on the health department's schedule and availability.

Under no circumstances will applications be accepted or processed less than 9 business days from the date of the event.

APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT LICENSE

Bernards Township Bernardsville Borough Borough of Peapack & Gladstone

Name of Event _____ Date of Event _____

EVENT COORDINATOR INFORMATION:

Name _____

Address _____

Telephone _____ Email _____

VENDOR/BOOTH OPERATOR INFORMATION:

Trade Name _____

Owner Name _____

Mailing Address _____

Telephone _____ Emergency Phone _____

Fax _____ Manager/Person in Charge _____

Fee Submitted _____ Email _____

<u>TOWN</u>	<u>TYPE</u>	<u>FEE</u>
All	Non-Profit Organization	None
Bernards Township	Roadstand/Temporary 1-2days	\$50.00
	Temporary (3 or more days)	\$100.00
Bernardsville Borough	Mobile/Temporary (1 day)	\$50.00
	Mobile/Temporary (1 week)	\$100.00
Borough of Peapack & Gladstone	Roadstand/Temporary (1-2 days)	\$35.00
	Temporary (3 or more days)	\$75.00

I, _____, hereby apply for a license to operate a retail food establishment and agree to comply with, and abide by, all the provisions of Chapter 24 of the New Jersey Sanitary Code and all local codes regulating retail food establishments.

Event Coordinator, please collect one (1) application per vendor and payment when applicable. Coordinator, mail applications and checks to the Bernards Township Health Department, address below. One permit will be issued per event. If event is being held in Bernards Twp, make check payable to Bernards Twp; if the event will be held in Bernardsville, make check payable to the Borough of Bernardsville; if event is being held in Peapack & Gladstone, make check payable to the Borough of Peapack & Gladstone. There will be no refunds for cancelled events.

See reverse side: Have each vendor include a list of the foods they will be serving at the event

Signature: _____



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Contractual Health Agency for:
Bernards Township
Bernardsville Borough
Chester Borough
Long Hill Township
Mendham Borough
Peapack and Gladstone Borough

Name of Event/Vendor: _____

Date of Event: _____

Mobile Truck [] Yes [] No

If no, please explain food set-up: _____

Food items that will be served:



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