



# Borough of Chatham

54 Fairmount Avenue • Chatham • NJ 07928  
973-635-0674 • ChathamBorough.org

**Return Application & Fee to:**  
CHATHAM BOROUGH  
CLERK'S OFFICE

## TEMPORARY FOOD VENDOR LICENSE APPLICATION

**APPLICATION MUST BE RECEIVED SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT FOR REVIEW & PROCESSING**

### TEMPORARY FOOD VENDOR TYPE (Check One)

- Farmer's Market – Waived for 2026
- Single event (up to 24-hour period) - \$75.00
- Single event (up to 48-hour period) - \$125.00

A Temporary Food License is required for each stand/truck participating in a temporary event. It is the responsibility of each business owner to be aware of the licensing requirements and to follow up accordingly.

**NAME OF EVENT:** \_\_\_\_\_

Event location: \_\_\_\_\_ Event Date(s) & Time: \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Telephone # \_\_\_\_\_ Secondary Telephone # \_\_\_\_\_

Business Owner's Name \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Telephone # \_\_\_\_\_ Secondary Telephone # \_\_\_\_\_

**HOW MANY FOOD TRUCKS/STANDS WILL YOU BE OPERATING AT THE EVENT?** \_\_\_\_\_

**FOODS WILL BE PREPARED (Check One):**     On Site     Commercial location (Specify)  
\_\_\_\_\_

**I WILL KEEP HOT FOODS ABOVE 135 DEGREES FAHRENHEIT BY THE FOLLOWING METHOD:**

\_\_\_\_\_

**I WILL KEEP COLD FOODS FROZEN OR BELOW 41 DEGREES FAHRENHEIT BY THE FOLLOWING METHOD:**

\_\_\_\_\_

**CURRENT FOOD HANDLER TRAINING IS A REQUIREMENT UNDER STATE LAW LIST NAME OF PERSON[S] WHO ATTENDED A NJ FOOD HANDLERS' TRAINING COURSE:**

Name: \_\_\_\_\_ Date Attended: \_\_\_\_\_

Name: \_\_\_\_\_ Date Attended: \_\_\_\_\_

**I HAVE A CURRENT BOARD OF HEALTH LICENSE IN THE FOLLOWING NJ TOWN(S):**

\_\_\_\_\_

**ARE YOU PARTICIPATING IN ANY EVENTS IN THE TOWNS OF WESTFIELD, FANWOOD, GARWOOD, NEW PROVIDENCE, MOUNTAINSIDE, ROSELLE PARK, OR SUMMIT?     Yes     No**

If Yes, please indicate which towns: \_\_\_\_\_

Please note that licensing is done by each municipality independently. A food vendor license must be secured in each municipality where the event is being held.

**PLEASE ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:**

- Copy of your local Sanitary Inspection Report. (Check box if attached to application)
- Copy of your current Rating Placard. (Check box if attached to application)
- Copy of Food Handlers Training Certificate(s). (Check box if attached to application)
- Commissary Agreement if you are utilizing a commercial kitchen. (Check box if attached to application)

**I UNDERSTAND THAT THE TEMPORARY FOOD VENDOR LICENSE IS NON-TRANSFERABLE, NON-REFUNDABLE AND IS GRANTED FOR THE PERIOD DESIGNATED ON THE LICENSE.** Furthermore, the license may be revoked upon violation of any pertinent requirements of the Board of Health and/or the laws of the State of New Jersey.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant's Title

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

Application Received by: \_\_\_\_\_

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Fee Received \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_

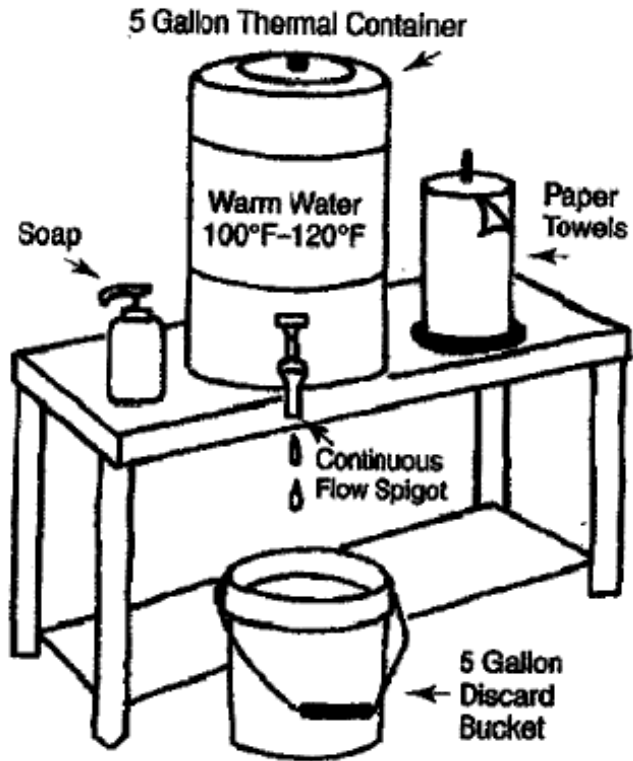
Reviewed and Approved by: \_\_\_\_\_

Signature of Inspector

Comments: \_\_\_\_\_

\_\_\_\_\_

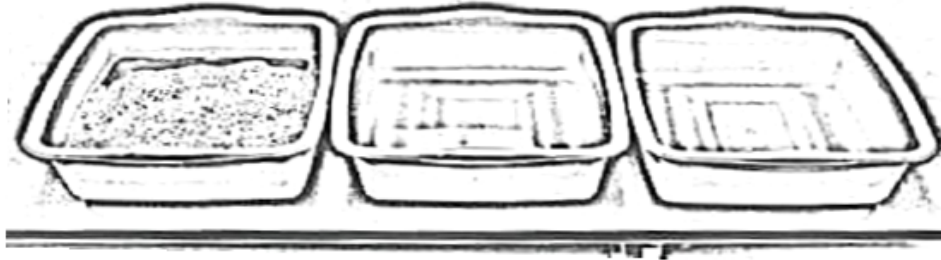
## Temporary Hand Washing Station



The temporary hand washing station shall consist of at least a 5-gallon insulated container with spigot that provides a continuous flow of warm (100°F- 120°F) running water, soap, paper towels, reminder sign, and a 5-gallon bucket to collect the dirty water.

# Temporary Event Warewashing Station Setup

## Wash Rinse Sanitize



### Temporary Event Warewashing Station Setup must include three basins as follows:

- (1) A wash basin filled with soapy water;
- (2) A rinse basin filled with clean water;
- (3) A sanitize basin filled with water and a sanitizing agent such as:
  - (a) Chlorine bleach at 50-100 ppm\* or
  - (b) A quaternary ammonium compound (QAC) at the concentration designated by the manufacturer; and
- (4) Test strips for testing the concentration of sanitizer.

**Note:** Each basin must be large enough to accommodate your largest utensil.

\*Approximately ½ teaspoon of bleach per 1 gallon of water



