



THE TOWNSHIP OF MIDDLETOWN, DEPARTMENT OF HEALTH
1 Kings Highway, Middletown, NJ 07748
(732) 615-2096

TEMPORARY FOOD ESTABLISHMENT (TFE) PERMIT
INSTRUCTIONS & APPLICATION

- Application must be submitted AT LEAST 14 DAYS PRIOR to avoid a late fee. No exceptions. Applications received less than 7 days prior risk your application being rejected completely. *Submission does not guarantee approval.*
- Application must be completed in full, or it will be rejected. If a question does not pertain to you, write n/a & move on to the next one.
- A non-refundable payment is due with application. We cannot take credit/debit cards. We accept checks or money orders made out to Middletown Township. Payment can also be made in person, Monday through Friday, 8am – 3:45pm. We accept cash, but it must be the exact amount as we cannot provide change.
- **The fees are on the last page of this application, please read them carefully.**
- Once approved, you'll be notified by email.
- Your mandatory inspection time will be emailed about 3 days prior to the event. *Please note inspections can be up to 3 hours prior to the event start time.* Your TFE site must be set up & ready. The inspector will issue your permit on-site.
- **Please contact the Middletown Township Fire Prevention office (732) 615-2770 to see if a Fire Permit is needed. If you use propane, you will definitely need a permit.**
- **PRE-PACKAGED FOOD ONLY** – You must answer Question #'s 1, 2,3, & 8, Sketch and Attachment B. Submit via email to bamodeo@middletownnj.org If there is a fee you will be notified by email.

HEALTH DEPT. USE ONLY: Date Rcvd _____ Amount \$ _____ Check # _____
Approved Y N Initials _____ Emailed Applicant: _____

THIS ENTIRE PAGE IS MANDATORY

Date of Submission: _____

EVENT INFORMATION

Event Name: _____

Event Date(s): _____ Event Time(s): _____

Address/Location: _____

EVENT Coordinator: _____ Email/Phone: _____

TEMPORARY EVENT FOOD ESTABLISHMENT INFORMATION

Name: _____

Contact: _____ Email: _____

Address: _____ Phone: _____

Servicing Area Information:

8:24-3.2(a) 2 Food prepared in a private home shall not be used or offered for human consumption in a retail food establishment. Commissary, Base of Operation, Servicing Area means an operating base location to which a temporary or mobile retail food establishment returns regularly to clean equipment, prepare food, discharge liquid or solid waste, refill water tanks and ice bins, and board food (8:24-1.5).

**You must provide the following information for your licensed and inspected facility.
If this is left blank your application WILL BE rejected.**

Establishment Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Owners Name: _____ Phone: _____

List all food & beverage items to be prepared & served. Attach your menu or a separate sheet if necessary. Any changes to the menu must be submitted at least 10 days prior to the event.

1. Will all foods be prepared at The TFE Site? *NOTE: The sale of home prepared food is prohibited.*

_____ Yes Complete Attachment A only

_____ No Complete Attachments A & B

2. Describe how frozen, cold, and hot foods will be transported to the TFE - Be specific.

How will food temperatures be monitored during the event?

3. Identify the sources for each meat, poultry, seafood, and shellfish item. Include the source of the ice:

4. Identify the source of the potable water supply and describe how water will be stored and distributed at the TFE. (If a non-public water supply is to be used, provide the results of the most recent water tests.)

5. Describe how utensil washing and sanitizing will take place. Describe set-up and disinfectant to be used. *A 3 Bay or 3 Bucket system is MANDATORY:*

6. Describe how and where wastewater from handwashing and utensil washing will be collected, stored and disposed:

7. Describe the number, location and set-up of handwashing facilities to be used by the TFE workers. *Hand Sanitizer alone is NOT PERMITTED – A Hand wash station is MANDATORY:*

8. Will you be providing samples of your product? _____ No _____ Yes If Yes, describe below:

9. Please add any additional information about your TFE that should be considered. Attach a separate sheet if necessary.

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior written permission from the Middletown Township Health Department may nullify final approval. *This fee is non-refundable.*

Signature: _____ Date: _____

Approval of these plans & specifications by the Middletown Township Health Department does not indicate compliance with any other code, law or regulation that may be required (i.e., federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the complete establishment (structure or equipment).

Approved Y / N Date: _____

Permit Restrictions OR Reason(s) for Disapproval:

Reviewer Signature: _____

Continue to Attachments & Sketch portion...

Food Preparation **ON-SITE** at the **TEMPORARY FOOD ESTABLISHMENT**

List each food item and identify where each preparation procedure will take place **ON-SITE**.

[illegible]

Food Preparation **OFF-SITE** at the **LICENSED PERMANENT FOOD ESTABLISHMENT**

List each food item and identify the preparation procedure which will take place **OFF-SITE**.

[illegible]

Sketch

In the following space, provide a basic drawing of the TFE.

Label all equipment including cooking & cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food & single service storage, garbage containers, & customer service areas.

An attached drawing or schematic is acceptable.

TEMPORARY FOOD EVENT APPLICATION FEES

Please call the Health Dept. with any questions – 732 615-2096

Or email bamodeo@middletownnj.org

Time/Temperature Control for Safety (TCS) Food refers to foods that require temperature control to prevent the growth of harmful bacteria.

SOME EXAMPLES: Meat/poultry, fish/shellfish, cooked vegetables (including potato products & rice), cut leafy greens, tomatoes & melons, ALL dairy products, protein-rich plants (Tofu), beans, raw sprouts, garlic in oil mixtures & soft serve ice cream/custard.

TCS Food Fees

Business hours are Monday – Friday 8am to 4pm

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit:	\$75.	With LATE FEE \$100.
Temporary Non-Profit:	No fee	With LATE FEE \$10.

After hours are after 4pm on weekdays & ANYTIME on weekends and/or holidays

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit	\$100.	With LATE FEE \$150.
Temporary Non-Profit	\$25.	With LATE FEE \$50

NON-TCS Food Permit Fees

Business hours are Monday - Friday 8am to 4pm

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit:	\$25.	With LATE FEE \$50.
Temporary Non-Profit:	No fee	With LATE FEE \$10.

After Hours are after 4pm on weekdays & ANYTIME on weekends and/or holidays

A LATE FEE is required for applications submitted less than 14 days' notice.

Temporary Permit	\$35.	With LATE FEE \$75.
Temporary Non-Profit	\$25.	With LATE FEE \$50

If you have a current Middletown Township Retail Food Handlers License, there is no fee for events during business hours. A \$10 late fee is applicable if submitted with less than 14 days' notice. After hours have a \$25 fee and a late fee of \$25 is applicable if submitted with less than 14 days' notice (\$50 total).