



Annual Mobile Food Vendor License Application Checklist

Please note:

At the latest, fully completed applications with all required documentation are due at least **14 days prior** to your first scheduled event of the year per Rockaway Borough Ordinance 261-30.1 F(2)(a). Mobile food vendors who submit applications after the 14 day deadline will not be permitted to participate in said event.

Upon completion, please check the boxes and attach the following required documents:

- \$75 Annual Mobile Food Vendor License fee payment in the form of a Check payable to Rockaway Borough or Cash.
- Completed and signed commissary agreement (see page 8)
(All mobile food establishments must have a food servicing area/commissary in order to operate in the Borough of Rockaway).
- Copy of Commissary's Retail Food License.
- Copy of Commissary's current "Satisfactory" Placard and Inspection Report.
- Copy of your current "Satisfactory" Placard and Inspection Report.
- For **Risk Type 3** Vendors, proof of a valid food safety manager's certificate (example: ServSafe) food vendors (involves handling of raw ingredients and cooking, cooling, reheating of 3 or more potentially hazardous foods). Verify your Risk Type with Health Department if you are unsure.

Please check the boxes acknowledging completion of the following:

- Contact Rockaway Borough Bureau of Fire Prevention for fire permit requirements (973-625-3473).

All mobile food vendors are required to obtain an annual mobile food vendor license from the Health Department before commencing the sale of any food or beverages within the Township. Mobile food vendor licenses are valid for the calendar year and expire December 31st of each year. **Once an application is approved, mobile food vendors are required to be inspected at the Randolph or Rockaway Borough Municipal Building during normal business hours prior to the vendor's first scheduled operation date.** Please note all mobile vendors are also subject to inspection at any time during their operation at events.

- I acknowledge I have read and understand all requirements outlined above and in the Rockaway Borough Mobile Food Vendors Ordinance 261-30.1 which can be seen here: <https://ecode360.com/48001334>.



Annual Mobile Food Vendor License Application

\$75 Annual License Fee

Application Date: _____

Trade Name: _____

Type of Mobile Unit: Trailer Truck Tent/Table Top

Other (please specify): _____

Owner's Name: _____

Owner's Phone Number: _____

Owner's Mailing Address: _____

Owner's Email: _____

Manager's Name: _____

Manager's Phone Number: _____

Manager's Email: _____

FOR HEALTH DEPARTMENT USE ONLY

\$75 License Fee Received Date Paid: _____

Payment Method:
 Check # _____

Cash

License Approved
 License mailed to applicant

License Denied



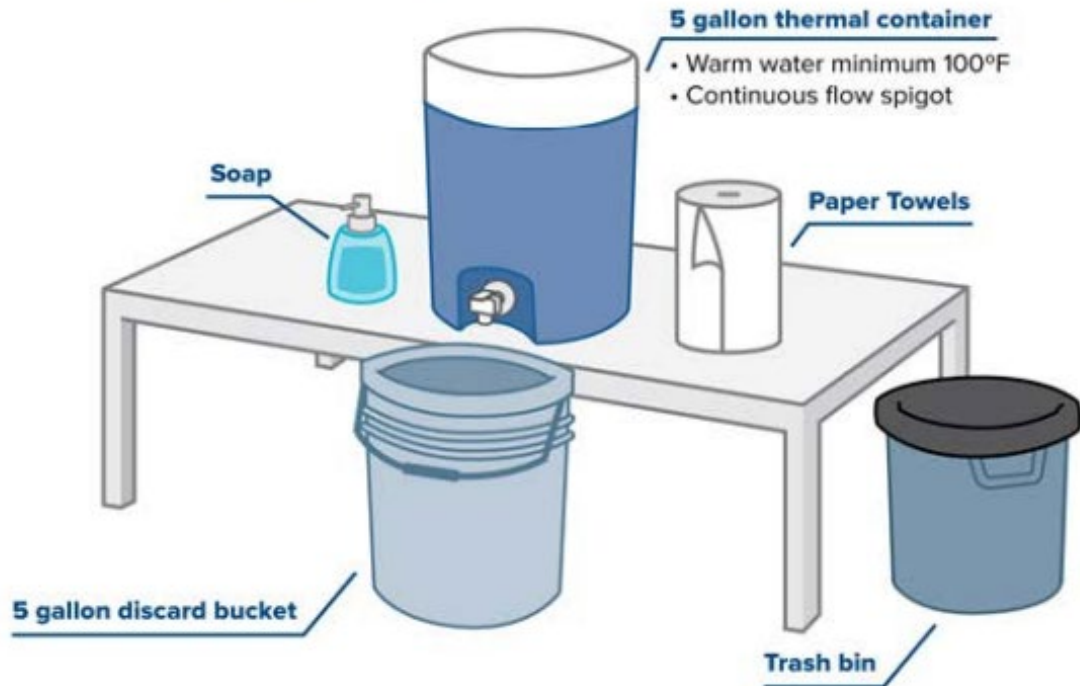
Required Equipment & Supplies

Check off all applicable items below:

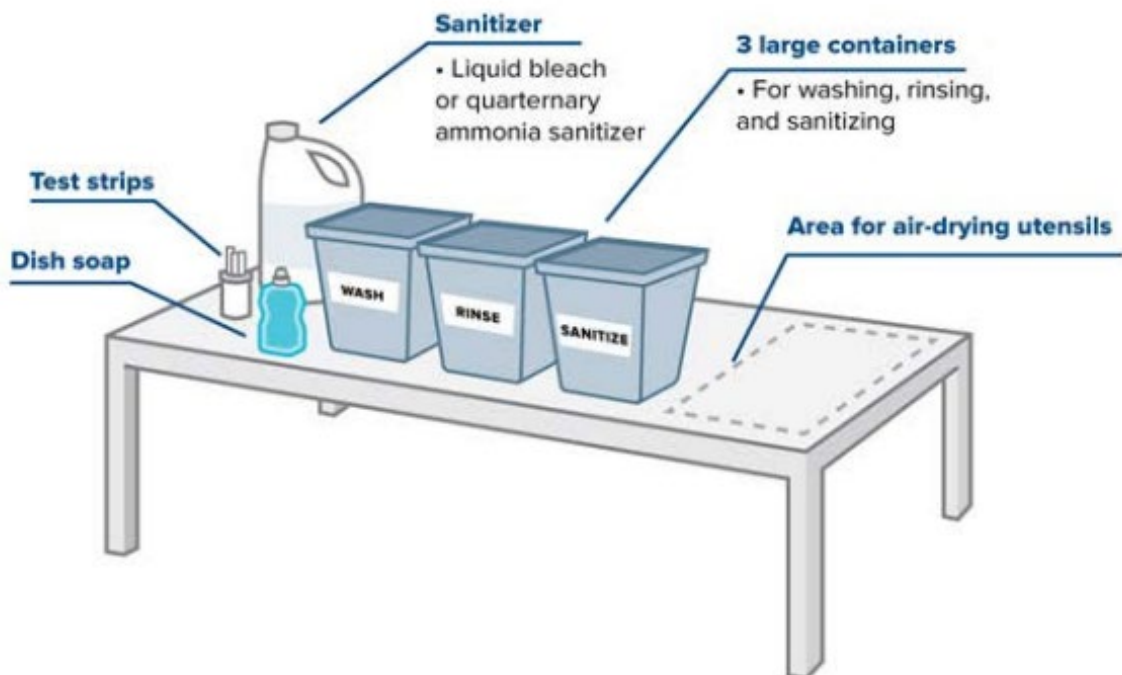
<input type="checkbox"/> <u>Tent/Canopy/Tabletop Vendors</u>	<input type="checkbox"/> <u>Food Truck Vendors</u>	<input type="checkbox"/> <u>Pre-Packaged Food Vendors</u>
<input type="checkbox"/> <u>Hand Wash Station</u> <input type="checkbox"/> Insulated container with free flow spigot, catch bucket, liquid hand soap and paper towels, hot water. See page 6 for an example of this setup. <input type="checkbox"/> Portable Hand Wash Sink with hot water. <input type="checkbox"/> <u>Wash/Rinse/Sanitize Station</u> <input type="checkbox"/> 3 large bins with potable water. Bin 1 set up with hot water & soap. Bin 2 setup with hot water. Bin 3 setup with hot water and sanitizer solution. See page 6 for an example of this setup. <input type="checkbox"/> Bucket with hot water & sanitizer solution with wiping cloth OR labeled spray bottle with sanitizer solution <input type="checkbox"/> Sanitizer test strips <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Thermometers in all cold holding units <input type="checkbox"/> Thin probe thermometer for internal food temperatures	<input type="checkbox"/> <u>Hand Wash Station</u> <input type="checkbox"/> Hand wash sink with hot and cold running water, liquid hand soap, and paper towels. <input type="checkbox"/> <u>Wash/Rinse/Sanitize Station</u> <input type="checkbox"/> 3-compartment sink with hot and cold running water. <input type="checkbox"/> Bucket with hot water & sanitizer solution with wiping cloth OR labeled spray bottle with sanitizer solution <input type="checkbox"/> Sanitizer test strips <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Thermometers in all cold holding units <input type="checkbox"/> Thin probe thermometer for internal food temperatures	<input type="checkbox"/> Hand sanitizer <input type="checkbox"/> Disposable gloves



Hand Wash Station



3-Step Ware Wash Station





Borough of Rockaway
Department of Health
1 East Main Street
Rockaway, NJ 07866
Tel: 973.627.2000
www.rockawayborough.org

Floor Plan Sketch of Mobile Unit/Setup

Please submit a floor plan (can be hand drawn) for your mobile unit (trucks, trailers, etc.) or tent/canopy area setup. Please label all equipment including hand wash sink, ware-washing sink, prep. tables, refrigerators, freezers, cooking equipment, hot holding units, etc.

A large, empty rectangular box with a thin black border, intended for the user to draw a floor plan sketch of their mobile unit or setup.



COMMISSARY AGREEMENT

A Servicing Area/Commissary is an approved location, usually a food establishment, where food is stored, prepared, portioned, or packaged for service elsewhere. A Servicing Area/Commissary may also be used to service and store food vehicles or carts. Once our office approves of this Servicing Area/Commissary Agreement, you may not use a different facility for food preparation and storage without submittal of a new Commissary Agreement form to the Rockaway Borough Health Department. Home preparation & storage of food is strictly prohibited.

Check all services provided at the commissary:

- | | | |
|---|--|--|
| <input type="checkbox"/> Wastewater disposal | <input type="checkbox"/> Food preparation area | <input type="checkbox"/> Refrigeration equipment |
| <input type="checkbox"/> Electrical hookups | <input type="checkbox"/> Food storage facilities | <input type="checkbox"/> Disposal of rubbish & garbage |
| <input type="checkbox"/> Mop sink | <input type="checkbox"/> Hot / cold water for vehicle | <input type="checkbox"/> Potable water |
| <input type="checkbox"/> 3-Compartment sink | <input type="checkbox"/> Overnight vehicle storage | <input type="checkbox"/> Grease/oil disposal |
| <input type="checkbox"/> Utensils / Equipment Storage | <input type="checkbox"/> Toilet & handwashing facilities | |
| <input type="checkbox"/> Other services not listed: _____ | | |

I, _____, certify that
 (Owner of Commissary)

_____ is authorized to utilize my facility,
 (Trade name of mobile food vendor)

_____, located at
 (Trade name of Commissary)

_____ for the purpose of
 (Commissary Address)

preparing and storing food items, cleaning equipment, and all other functions of a Retail Food Establishment in compliance with N.J.A.C. 8:24.

This agreement is valid from ____/____/____ **to** ____/____/____.

Commissary Owner's Phone Number: _____

Commissary Owner's Email Address: _____

Commissary Owner's Signature: _____ Date: _____

Mobile Food Vendor Owner's Name: _____

Mobile Food Vendor Owner's Signature: _____ Date: _____