

# INSTRUCTIONS FOR APPLICATION COMPLETION

## PAGE 1, PART 1: TO BE COMPLETED BY FOOD VENDOR

### Mobile Unit Business Information

**Trading Name:** Write the trade name that identifies the mobile facility.

**NJ Sales Tax ID#** Anyone who makes retail sales in this NJ must comply with the State's tax laws. For additional information on registering your business contact the NJ Dept of Taxation at 609-292-6400, email [nj.taxation@treas.state.nj.us](mailto:nj.taxation@treas.state.nj.us) or visit [www.state.nj.us/treasury/revenue/gettingregistered.shtml](http://www.state.nj.us/treasury/revenue/gettingregistered.shtml)

**Drivers License/Vehicle Registration:** Copy must be provided if unit is to be operating on the street

**Temporary Event Information:** Mobile Retail Food Application Amendment must be submitted for additional special events

**Description of Equipment:** Using the chart, check ALL the equipment that you have as part of your mobile unit for *sanitation, cold holding, cooking, hot holding, personal hygiene, power source and other*. You may write in items that are utilized but not listed in these sections. Ensure that you have all the necessary equipment to properly clean hands and surfaces often, prohibit staff from touching foods that don't require additional cooking (Ready-to-Eat food) with their bare hands, cook potentially hazardous food (PHF) to proper temperature (PHF is food that requires temperature control because it can grow bacteria, toxin and other microorganisms (germs) that cause illness), maintain foods at refrigerated temperatures of 41°F or below or keep foods hot at 135°F or above and separate raw meats and eggs from while being stored so you don't cross contaminate.

## PAGE 2, PART 1: TO BE COMPLETED BY FOOD VENDOR

### Description of Food Operation (including MENU-FOOD SOURCE-EQUIPMENT-PREPARATION-HANDLING-STORAGE):

List ALL food & drink that you plan to serve. If you need additional forms, make copies or contact the health department for additional forms. Once the food items are listed, fill-in ALL boxes across the grid row for that food item such as listed raw animal or plant ingredients, where the item was purchased and prepared, how the item is cooked, cooled, held hot, reheated and/or held cold. Include an English translation when necessary; please notify the local health department if you need help with translations. \*FOOD CANNOT BE PREPARED FROM HOME!!!! It is important to have receipts onsite for all food items that you buy. Also, monitor food temperatures and storage units at all times using thermometers!!!! Ensure that you cook potentially hazardous food (containing raw animal or plant ingredients) to proper temperature

**Food Source Information:** Food source documentation of where food products are obtained is critical in the safety and tracking of such foods. All foods must come from a regulated food establishment and every retail food establishment is responsible for keeping proper records (receipts). Furthermore, food recalls are issued by state and federal government agencies. When this occurs, local authorities can notify associated facilities of this notice and focus outreach at the effected facilities. NOTE: HOME PREPARATION OF FOOD IS NOT PERMITTED FOR PUBLIC SERVICE.

**Sketch/layout of your operation:** Draw/print a floor plan of all equipment & food preparation areas. Include restroom.

**PAGE 3, PART 2: TO BE COMPLETED BY SERVICING AREA OWNER/MANAGER** In order to obtain a mobile food approval, the mobile facility must operate from an approved fixed food establishment referred to as a *servicing area*. Mobile facilities must have an agreement with approved servicing area with a current health department approval. A home kitchen is NOT an approved servicing area.

**Certification/signature:** Read this section carefully and sign that you understand your role in the mobile food operations and have provided correct information. The agreement between the mobile vendor & servicing area is part of the application approval and grants approval for specific days, times & location of food operations at the servicing area and vending locations. Both parties have the obligation to notify the health department when servicing area, vending locations, set-up, menu, staff or any other changes are made from the approved application.