



PROCEDURES FOR OPERATING A MOBILE / TEMPORARY RETAIL FOOD ESTABLISHMENT

APPLICATIONS FOR TEMPORARY EVENTS SHALL BE SUBMITTED NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE EVENT.

NOTE: All food vendors with a current year's inspection report from any member of the SJ Mobile Task Force (Camden, Gloucester, Salem, Cumberland, Vineland & Atlantic) are **NOT** required to submit an application to BCHD. A copy of the approved application and inspection report from the issuing county and a completed Mobile Retail Food Amendment Form will be accepted in lieu of the application. Once received, an Approval to Operate Letter will be issued for vending in Burlington County.

- A Mobile Retail Food Establishment Application (5 pages) must be completed and returned to the Burlington County Health Department (BCHD) prior to operating.
(Note: This application includes Temporary Food Facilities such as Tables and Tent set ups).
- The vendor shall provide proof of an agreement with a SERVICING AREA (BASE OF OPERATIONS). [A commercial kitchen that has been inspected by a local health dept.] (This is page 3 of the application) If this facility is located outside of Burlington County, then a copy of the establishment's MOST RECENT health inspection written report is also required.

Servicing Areas are facilities in which food and supplies are prepared, kept, handled, packaged, and/or stored. Also an operating base location to which a mobile retail food establishment or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. **(Private Residences Prohibited)**

- **NJ TAX ID # required-** NJ law requires all vendors, even seasonal businesses and "one-time" vendors, who make retail sales and conducts business in NJ to register with the State for tax purposes and to collect NJ sales tax on all sales of taxable tangible personal property or services. File Form NJ-REG (Business Registration Application) Contact the NJ Dept. of Taxation at 609-292-6400, email nj.taxation@treas.state.nj.us or online: www.state.nj.us/treasury/revenue/gettingregistered.shtml
Publications: <http://www.state.nj.us/treasury/taxation/publsut.shtml>
- All vendors shall provide a method of handwashing such as running water with soap and paper towels or a hand wash station approved by the BCHD.
- Written Permission from municipalities regarding vending locations may be required prior to BCHD approval.
- An inspection by a representative of the BCHD shall be conducted prior to operating or arrangements shall be made with BCHD for an inspection during an event to determine compliance. Upon completion of a Satisfactory inspection, a written inspection report and Satisfactory evaluation placard will be issued to the vendor.
- The vendor shall then provide a copy of the inspection report and evaluation placard to each municipality serviced, to obtain a food vending license or permit, prior to operating.
- The inspection placard must then be posted in view of the public during all working hours. Annual inspections are required by BCHD, in addition to local Municipal licensing.