

LICENSE NO. \_\_\_\_\_

WAYNE TOWNSHIP HEALTH DEPARTMENT  
475 VALLEY ROAD, WAYNE, NJ 07470  
PHONE, 973-694-1800 FAX 973-696-8186

TEMPORARY RETAIL FOOD ESTABLISHMENT LICENSE APPLICATION

NAME OF APPLICANT \_\_\_\_\_

TRADE NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_  
HOME BUSINESS CELL

IF INDIVIDUAL OR PARTNERSHIP, STATE NAMES & ADDRESS OF EACH:

NAME ADDRESS PHONE NO.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF APPLICANT IS INCORPORATED, STATE WHERE: \_\_\_\_\_  
(STATE)

NAME ADDRESS

PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

REGISTERED NEW JERSEY AGENT \_\_\_\_\_

LOCATION, DATE(S) AND TIME(S) OF EVENT:

\_\_\_\_\_

LIST TYPES OF FOODS/BEVERAGES TO BE OFFERED:

\_\_\_\_\_

ALL FOODS/BEVERAGES MUST BE OBTAINED FROM A LICENSED, INSPECTED WHOLESALE OR  
RETAIL FACILITY. HOME-PREPARED FOODS ARE STRICTLY PROHIBITED.  
PLEASE LIST YOUR FOODS/BEVERAGES SUPPLIER:

\_\_\_\_\_

FEE: \$50.00 -- Valid for 7 Days Only

Make checks payable to Township of Wayne and submit with application.

The undersigned hereby applies for a Temporary Retail Food Establishment License  
and agrees to comply with and abide by all the ordinances, rules and regulations  
of the Department of Health of the Township of Wayne.

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

FOR OFFICE USE ONLY:  
FEE PAID \_\_\_\_\_ DATE PAID \_\_\_\_\_

## Wayne Health Department

### License Requirement Guidance for the Board of Education, Businesses, Civic or Faith Based Organizations, Groups, Clubs, Charities, etc:

Those wishing to serve, sell, provide, give away or distribute food or consumable products in any form, whether prepackaged or otherwise, at any temporary event, please adhere to the following rules and regulations of the State of NJ and the Township of Wayne:

- **Retail Food Establishments** must obtain a temporary retail food license from the Township prior to the temporary event.
- **Non-retail food establishments**, i.e. salons, barbershops, florists, etc. and wish to distribute food at a temporary event, the following requirements must be met:
  - 1) Obtain a temporary food license prior to the event.
  - 2) Any foods that are to be distributed at any event and are not prepackaged by a licensed wholesaler, (such as chips, candy bars, ice cream bars, bottled beverages) must be prepared at a kitchen facility currently licensed by a Health Department in the jurisdiction where the facility is located. Licensing documentation from that Health Department will be required.
- **Faith based organizations, civic organizations (Elks, Veterans, etc.) groups (Scouts, etc.) clubs, (sports, school clubs, band, etc.)** that participate in temporary events and wish to be involved with food as described above, the following requirements must be met:
  - 1) A temporary retail food license (no fee) must be obtained.
  - 2) If your facility has a commercial kitchen which is used for events or for member use or rented to the public, an annual retail food license (no fee) must be obtained for that facility.
  - 3) If food preparation and cooking is done on the premises but not in the licensed kitchen (outside grilling, for example), then a temporary retail food license must be obtained (no fee) in addition to the annual retail food license. If another entity wishes to rent or use the kitchen facility on an ongoing, regular basis rather than for just a temporary event for the purpose of preparing food for sale or distribution, that vendor, business, organization, school or sports club, etc. must obtain an annual retail food license in addition to the one issued to the main owner/operator of the facility.
  - 4) If the event has additional food vendors on site, such as church carnivals, car shows, craft shows, Wayne Day, fireworks, sports tournaments, etc., each individual food vendor must obtain a temporary retail food license. Food vendors will be required to pay all applicable licensing fees.
- **Bake Sales** are exempt from licensing requirements, provided the group conducting the sale is a religious or charity organization **and a sign is displayed at point of sale or distribution stating the following:**  
***“Food is prepared in a kitchen that is not subject to regulation and inspection by the health authority”.***

As per N.J.A.C. 8:24-3.2 (a) 2, absolutely **NO** foods are to be prepared at a private residence for the purpose of public distribution, regardless if money is exchanged or not, except in the case of bake sales as described above. Please note that any other food(s) prepared at home and vended at any event will result in the immediate destruction or removal of said foods, and/or legal action, which may result in fines and a court appearance, may be pursued.

***Questions? Please feel free to contact the Wayne Health Department, at 973-694-1800 extension 3340.***