



## APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

A Temporary Food Establishment (TFE) prepares food for the public, for free or for a cost, and operates for no more than 14 consecutive days in conjunction with a single event. Vendors are limited to 14 event permits per calendar year. Submitting an application that is incomplete or submitted less than 10 business days prior to the event can result in permit denial. Permits are emailed unless an alternate delivery method is necessary.

### FULLY COMPLETE AND RETURN APPLICATION TO THE COUNTY IN WHICH THE EVENT IS HELD

New Castle County  
 Environmental Health Field Services  
 Chopin Building  
 258 Chapman Road Suite 105  
 Newark, DE 19702  
 Ph 302-283-7110 Fax 302-283-7111

Kent County  
 Environmental Health Field Services  
 Thomas Collins Building  
 540 S. DuPont Hwy. Suite 5  
 Dover, DE 19901  
 Ph 302-744-1220 Fax 302-739-1957

Sussex County  
 Environmental Health Field Services  
 Thurman Adams State Service Ctr.  
 544 S. Bedford St.  
 Georgetown, DE 19947  
 Ph 302-515-3300 Fax 302-515-3301

#### EVENT

Name of Event \_\_\_\_\_ Date(s) \_\_\_\_\_  
 Name of Venue \_\_\_\_\_ County  New Castle  Kent  Sussex  
 Address of Venue (Street) \_\_\_\_\_ (State) Delaware (Zip Code) \_\_\_\_\_

#### APPLICANT

<u>Business/Organization/Person Holding Event</u>	<u>Primary Contact Person/Person-in-Charge During Event</u>
Name _____	Name _____
Mailing Address (Street or POB) _____	Fax _____
(City) _____ (State) _____ (Zip Code) _____	Phone _____
Phone _____	Email (required) _____

#### MENU and FOOD PREPARATION

Proposed Menu \_\_\_\_\_  
 \_\_\_\_\_  
 Source(s) of Food and Milk \_\_\_\_\_  
 Site of Food Preparation  On-Site  Another Location (Explain) \_\_\_\_\_  
 Method used to maintain cold food at 41 degrees F or lower \_\_\_\_\_  
 Method used to maintain hot food at 135 degrees F or above \_\_\_\_\_  
 Source of Water  Public  Well  Bottled      Source of Ice  Produced in Permitted Kitchen  Purchased Bagged  
 Method of Warewashing  3-Compartment Warewashing Sink  3 Containers Labeled Wash, Rinse, Sanitize  
 No Washing, Have Multiples of Utensils  
 Method of Handwashing  Hard-Plumbed Handwashing Sink, Soap, Paper Towels  Portable Handwashing Sink, Soap, Paper Towels  
 Handwashing Station: A container that allows for a continuous flow of **WARM** Water, Soap, Paper Towels, and a Catch Bucket

By signing this Temporary Food Establishment application, I understand that my TFE may be inspected at any time during the event, including during setup. Failure to comply with the minimum requirements for operating a TFE may result in suspension of my operating permit, at which time I must immediately cease all food establishment operations.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICIAL USE ONLY    Approved \_\_\_\_\_ Rejected \_\_\_\_\_    Permit # \_\_\_\_\_  
 Representative, Environmental Health Field Services \_\_\_\_\_ Date \_\_\_\_\_

# MINIMUM REQUIREMENTS FOR OPERATING A TEMPORARY FOOD ESTABLISHMENT (TFE)

Mandatory Signature of Responsible TFE Applicant \_\_\_\_\_ Date \_\_\_\_\_  
*I have read and understand these requirements and I accept responsibility for monitoring all food handlers to ensure safe practices.*

**PERMIT** This application should be submitted a minimum of **10 business days prior to the start of the event**. The approved permit must be posted during the entire event in conspicuous public view.

**DEMONSTRATION OF KNOWLEDGE** The Person-In-Charge (PIC) must be able to answer questions about basic food safety knowledge to reduce the risk of foodborne illness.

**APPROVED FOOD SOURCES** All food **must** be obtained from an approved source, including ice/water for food preparation, cooking, cooling, cold holding, and cleaning.

- All shell stock (clams, mussels, oysters) must have National Shellfish Sanitation Program (NSSP) tags on site.
- Proof of purchase is required for crab meat, soft-shell crabs, and hard-shell crabs.
- **Food may NOT be stored or prepared at a private residence.**
- **All food must be prepared on-site or at a permitted food establishment.**
- **Food preparation locations in Delaware not owned by the applicant require a signed commissary agreement.**
- **If food preparation is performed at a facility outside of the State of Delaware, a copy of a valid operating permit issued from the permitting authority as well as that facility's most recent health inspection must be submitted with this application.**

## COOKING AND HOLDING

- **Food thermometers must be available** to monitor cooking and holding temperatures.
- Hot holding units, like steam tables or insulated containers, must be available to keep food **hot at 135 degrees F or above**.
- Cold holding units, such as refrigeration units or coolers with drained ice, must be available to keep food **cold at 41 degrees F or below**.
- Animal products served raw or undercooked (examples: sunny-side up eggs, raw oysters, sushi, rare tuna, cooked-to-order hamburgers or steaks, carpaccio, raw eggs as an ingredient in Caesar salad dressing or mayonnaise) require a consumer advisory to be posted which states the following: ***"Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness." A description or photo of how this advisory will be displayed must be submitted with this application.***

## PREVENTING CONTAMINATION

- Food must be stored off the ground.
- Only single-service (disposable) containers may be given to consumers.
- Unless a sufficient quantity of equipment and utensils are provided so as not to require warewashing onsite, a hard plumbed three-compartment sink, a portable three-compartment sink, or three containers labeled WASH-RINSE-SANITIZE shall be provided, be **large enough to accommodate the immersion of the largest piece of equipment and utensils**, and has a means to safely collect grey water.
- A **test kit** or other device that accurately measures the concentration of sanitizing solutions per the manufacturer's requirements shall be provided (i.e., quaternary ammonium-based sanitizer with quaternary sanitizer test strips or chlorine-based sanitizer with chlorine test strips).

## EMPLOYEE HEALTH AND HYGIENIC PRACTICES

- A separate handwashing station must be available onsite: **A container, with a minimum 5-gallon capacity, that allows for a continuous flow of WARM running water for at least 20 seconds** and has a means to safely collect grey water.
- Bare hand contact with ready-to-eat foods is prohibited. Use a barrier such as tongs, wax paper, or gloves.
- Persons with infections or illnesses must be restricted from handling food.

## WATER SUPPLY AND WASTE DISPOSAL

- Drinking water must be obtained from an approved source utilizing food grade hoses. All physical connections to a water supply must maintain adequate backflow prevention, such as a vacuum breaker.
- An approved method must be used for liquid waste disposal.
- Keep refuse in easily cleanable containers and promptly remove from preparation and service areas.

## FACILITIES

- A tent, tarp, or canopy large enough to cover food preparation, storage, and service areas must be provided.
- If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud. Plastic, vinyl, and cloth tarps/sheets are NOT approved.
- Toilet facilities for employees must be conveniently located and easily accessible. **Must always wash hands when re-entering kitchen / prep area.**

**SPECIALIZED PROCESSES NOT PERMITTED DURING TEMPORARY FOOD ESTABLISHMENT OPERATION** Food at a temporary food establishment processed on-site with any of the following methods is not permissible: reduced oxygen packaging including sous vide and cook-chill methods; juicing for wholesale packaging; curing, smoking, or drying fish for preservation; curing or smoking meat or poultry for preservation; fermenting sausages; acidification, fermenting, or additives to render a product shelf-stable; and sprouting.