



**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 requested.

**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) \_\_\_\_\_

Location/Address of Event \_\_\_\_\_

**APPLICANT**

Business/Organization

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email (required) \_\_\_\_\_

Primary Contact Person/Person-in-Charge (PIC)

Name \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email (required) \_\_\_\_\_

**MENU and FOOD PREPARATION**

Proposed Menu \_\_\_\_\_

Source(s) of Food and Milk \_\_\_\_\_

Site of Food Preparation  On-Site  Another Location \_\_\_\_\_

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 Used to Wash Utensils  Plumbed 3-Compartment Sink  3 Containers  No Washing, Have Multiples of Utensils

Method Used to Wash Hands (separate from utensil washing)  Plumbed Hand Washing Sink with Soap/Paper Towels

Hand Washing Station: Container with Spigot, Catch Bucket, Soap/Paper Towels  Portable Hand Washing Sink with Soap/Paper Towels

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: Sign below to indicate that you have read and understand these requirements and that you 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 not owned by the applicant require a signed commissary agreement.
- Out-of-state food prep locations require a health department permit and most recent inspection report.

## 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.
- Juice squeezed on-site requires approval of (1) description of food prep sink location, (2) commercial juicing equipment specification sheets, and (3) placard or table tent with the following statement: "WARNING: This product has not been pasteurized and, therefore, may contain harmful bacterial that can cause serious illness in children, the elderly, and persons with weakened immune systems."

## PREVENTING CONTAMINATION

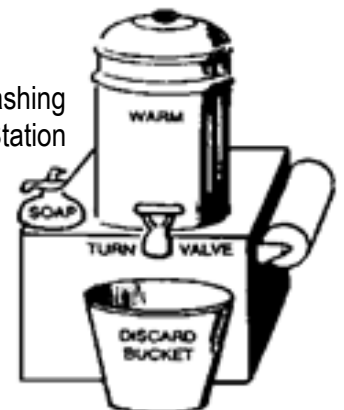
- Food must be stored off the ground.
- Only single-service (disposable) containers may be given to consumers.
- A labeled three basin Wash-Rinse-Sanitize station must be ready for use on-site, with an approved sanitizer and applicable test kit (example: quaternary ammonium based with quat sanitizer test strips or bleach water with chlorine test strips).



## EMPLOYEE HEALTH AND HYGIENIC PRACTICES

- A handwashing station must be set up with an ample supply of warm water, soap, and paper towels.
- 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.

Handwashing  
Station



## WATER SUPPLY AND WASTE DISPOSAL

- Drinking water must be obtained from an approved source utilizing food grade hoses.
- 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.
- Toilet facilities for employees must be conveniently located and easily accessible.

**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.

Signature of Responsible TFE Applicant \_\_\_\_\_ Date \_\_\_\_\_