

## **TEMPORARY FOOD HANDLER'S LICENSE FREQUENTLY ASKED QUESTIONS**

Temporary Food Handler's Licenses are required for events where food is made available to the public.

### **Why are temporary food licenses required?**

Under duties and powers provided to the municipality under state statute N.J.S.A. 26:3A2-10.c, Temporary Food Handler's Licenses are required by the Township of Wyckoff Health Department Code, 194-2. A license is required to ensure that organizations and businesses understand how to properly prepare and provide safe food. A food-related illness can result from poor food preparation and/or subsequent serving practices. If improper procedures are used, one or many people may become ill; some may require hospitalization and some may possibly die as a result of food-related illnesses. The very old, the very young, pregnant women and those who suffer from chronic illnesses are at great risk for food-related illness. When you apply for an application for a license to serve food, our Health Department staff members provide information on how to provide safe food at your event.

### **What events require Temporary Food Handler's Licenses?**

Individuals or groups planning to hold events that are open to the public must obtain a license. The following are a few examples of events that typically require a license:

- A fair, carnival, music event or circus
- Community celebrations
- Public exhibitions
- Sports events
- Fundraisers
- Craft fairs
- Open houses
- Houses of Worship (advertised events)

A license must be obtained for each food booth operating during an event. The requirements do not change if the food is being sold or provided at no charge.

### **What if I use a caterer for my event?**

Wyckoff-based caterers must have a standard license issued by the Board of Health. Caterers based outside Wyckoff must provide proof of municipal licensing and their most current food establishment rating.

### **Are there any events that do not require Temporary Food Handler's Licenses?**

Your event does not require a Temporary Food Handler's License if the food is prepared or provided by members of a group for members of that group and their invited guests. Such events, however, **must be private**. Events require a license when they are publicly advertised (e.g., flyers, bulletins, banners, newspaper articles, public internet postings or any other similar means of promotion).

Examples of events that **do not require** a Temporary Food Handler's License are:

- A private meeting or an event for a meeting of an organization, association, a fraternal group or club
- An activity in a church or other religious congregation for its members (unadvertised)
- A private gathering such as a party, picnic or potluck where food is shared
- Private weddings whose organizers handle their own food preparation

### **Do I need a Temporary Food Handler's License for a bake sale?**

A bake sale does not require a license as long as only dry baked goods, such as cookies, brownies and cake, are offered. If you are offering baked goods with cream toppings, fillings or such items as pumpkin pie then a license is required. The reason for this requirement is foods with soft fillings and toppings can spoil rapidly.

### **How do I obtain a Temporary Food Handler's License?**

Contact the Wyckoff Health Department for an application at 201-891-7000 ext. 304 or email [wyckoffboh@wyckoff-nj.com](mailto:wyckoffboh@wyckoff-nj.com).

### **When should I submit an application?**

An application for a temporary food handler's license must be submitted at least **two weeks** prior to your event to allow time for processing of the license. The cost of the license is \$60.00 for an event lasting 1-3 days and \$125.00 for an event lasting 4-7 days. All fees must be paid at the time the license application is submitted.

Other questions? Please contact your Wyckoff Health Department at 201-891-7000 ext. 304 or email [wyckoffboh@wyckoff-nj.com](mailto:wyckoffboh@wyckoff-nj.com).

Thank you!

Wyckoff Health Department

WYCKOFF BOARD OF HEALTH  
TOWNSHIP OF WYCKOFF  
Scott Plaza, 340 Franklin Avenue  
Wyckoff, NJ 07481  
201-891-7000 X303

**ANNUAL LICENSING FEES FOR THE SALE OF FOOD &  
ANNUAL LICENSING FEES FOR OPERATION AND CONDUCTION OF  
BUSINESS ACTIVITIES THAT REQUIRE PUBLIC HEALTH INSPECTIONS**

For Renewal Period January 1, 2015 through December 31, 2015

AMOUNT DUE: \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

MAKE CHECK PAYABLE TO: TOWNSHIP OF WYCKOFF

**PARTIAL PAYMENTS AND PAYMENTS WITHOUT LATE FEE WILL NOT  
BE ACCEPTED & WILL BE RETURNED**

**FOR NEW APPLICANTS:**

1. Filing of this application does not authorize the applicant to start operating; the application must be approved by the Board of Health and a license issued.

**FOR ALL APPLICANTS:**

1. The license when issued will expire December 31. Licenses are not transferable to a different location. A new owner must reapply for a license.
2. The operator and his employees must observe all applicable codes, ordinances, rules and regulations of the Board of Health and the NJ State Department of Health and perform sanitary procedures and practices and cooperate with periodic inspections to achieve and verify sanitary best practices.

**PLEASE PRINT ALL INFORMATION:**

I/We herewith apply for an annual license for \_\_\_\_\_ (year) to operate, handle,  
sell, distribute or maintain \_\_\_\_\_  
(Type of Service)

Business Trading Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (Town) (State) (Zip Code)

**APPLICATION AND PAYMENT DUE BY JANUARY 1  
LATE FEE DUE IF PAID AFTER JANUARY 31 PURSUANT TO BOARD OF HEALTH ORD #86  
AFTER FEBRUARY 15 SUMMONS WILL BE ISSUED**

Telephone (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

Fax # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Corporate/Business Entity's Name \_\_\_\_\_

Corporate/Business Entity's Address \_\_\_\_\_  
(Street) (Town) (State) (Zip Code)

Corporate/Business Entity's Telephone # \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Corporate/Business Entity's President's Name \_\_\_\_\_

Number of Trucks (if any) \_\_\_\_\_ License Plate # \_\_\_\_\_  
License Plate # \_\_\_\_\_

Number of Employees (Including Manager) \_\_\_\_\_ Seating Capacity \_\_\_\_\_

Certified Food Handler(s) \_\_\_\_\_  
\_\_\_\_\_

I am/we are aware and shall comply with of the requirements of the State and Municipality regulations and Wyckoff Board of Health Ordinance #86 (attached).

The aforementioned fee shall be paid annually and it is due and payable on January 1 of each calendar year. In the event annual fee is not paid by January 31 of such year by any business or establishment, there shall be a late fee charge of 50% of the annual fee, which is automatically required by the Wyckoff Board of Health. If the late fee charge of 50% of the annual fee is not paid by February 15 of such year, a summons shall be issued.

\_\_\_\_\_  
(Date) (Print Name & Title) (Signature)

**FILL IN APPLICATION COMPLETELY, SIGN AND RETURN TO THE  
WYCKOFF BOARD OF HEALTH  
TOWNSHIP OF WYCKOFF  
SCOTT PLAZA, 340 FRANKLIN AVENUE  
WYCKOFF, NJ 07481**

**MAKE CHECKS PAYABLE TO THE  
TOWNSHIP OF WYCKOFF**

Office Use Only Below

Date Received \_\_\_\_\_ Date Issued \_\_\_\_\_

**APPLICATION AND PAYMENT DUE BY JANUARY 1  
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