



Housatonic Valley Health District Temporary Food Service License Application

Instructions for Completion of Form

Please follow these instructions carefully:

1. Complete the application for a Food Service License.
 - All information requested must be completed and all questions answered. If not applicable, write N/A.
 - An event menu must be submitted, a product list should be included using the attached menu form.
 - A food event sketch must be submitted, you may use the form provided or your own.
2. Class 2 through Class 4 Food Service Operations must attach a copy of the Certified Food Protection Manager Certificate.
3. A temporary food service fee must be submitted with the completed application. All payments must be made by check or money order payable to the Housatonic Valley Health District. **Must provide proof of non-profit status.**
4. A separate application is required for each food truck, cart or both operated at the event.
5. Return completed application and documents to the Housatonic Valley Health District no later than two weeks **BEFORE** the event. Applications **WILL NOT** be accepted if submitted later than two weeks before the event.



Housatonic Valley Health District Application for Temporary Food License

Please check type of License:

- Temporary Event (1-2 day) Farmers Market Non-Profit (Proof of Non-profit Status)
- Itinerant Vendor for Season (6 months) Stationary Class 1 or 2 Stationary Class 3 or 4
- Check here for Elephant Trunk

Applicant Name: _____

Vendor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

Hours of Food Service Operation: _____

Event Organizer: _____

Email: _____

Phone Number: _____

Please check Type of Water Supply:

- Self-Contained/Home At Event Site Other (please describe)
- Public Water Public Water _____
- Private Well* Private Well* _____

*** Water analysis results performed within 3 months of the date of the event must be submitted with application.**

Please answer the following questions:

Note: All questions must be answered. Food Service License will not be issued for incomplete applications.

1. Using **Menu Sheets** list all foods and beverages that will be served. Indicate where food will be made or purchased. (Note: Ice is considered food) *Form attached.*

2. Submit a sketch showing the layout of the food event. Show work tables/counters; cooking and hot holding equipment; coolers/refrigeration; hand washing stations; 3 bays sinks; customer service table/counter, beverage station, dessert station, etc. *Form attached.*

3. Will all food be prepared at this food service event site? Yes No

If answered "No", the facility used must be a licensed commercially inspected kitchen and the appropriate Health Department License must be attached. Also, describe how food will be protected during transportation and how product temperatures will be maintained (exempt status for CT Farmers).

4. Will any foods be prepared ahead of time? List food item(s) and details of preparation - when; where; how cooled; how reheated, etc. Please note that preparing food ahead of time may not be allowed. *Please note if N/A.*

5. Describe how temperatures of cold foods will be maintained while transporting to the event, and throughout the event (include equipment, etc).

6. Describe how temperatures of cold foods will be maintained while transporting to the event, and throughout the event (include equipment, etc).

7. Describe where and how cleaning and sanitizing of utensils, cutting boards, and other food contact surfaces will take place. Also, describe provisions for backup utensils (sanitized test strips must be available/used based on type of sanitizer used).

8. Describe how food items will be protected from public exposure (sneezing, coughing, touching, etc.) and outdoor elements (flies, dust, etc). Describe how food will be stored at the event (minimum of 12 inches off the ground)._____

By my signature below, I hereby agree to use the standard food safety practices and guidelines when serving food and/or drink to the public. Failure to comply with the CT food/drink protection general statutes, regulations including CT Public Health Code Sections 19-13B40, 19-13-B42, and any other regulations that may apply, and Town Ordinances, may result in revocation of the Housatonic Valley Health District food service license.

Signature of Applicant

Date

Print Name

ALL APPLICATION FEES ARE NON-REFUNDABLE

OFFICIAL USE ONLY

Fee Paid: Amount:_____ Check#_____ Date:_____

Application reviewed by:_____ Approved: Yes No

Date:_____

Comments:_____

BASE OF OPERATION DECLARATION FORM

— Use this form only if food is prepared off site. —

Please use this form to provide the Health District with required information on your base of operation.

Most itinerant food vending operations and some temporary food operations require a separate base of operation to prepare and store food items, wash and store equipment and to provide an approved location for discharging wastewater, discarding trash or supplying an approved source of water in advance of or following the food service activity or event. A home kitchen cannot serve as a base of operation for a licensed food establishment, so a separate commercial grade kitchen is needed that can be operated in compliance with the requirements of the food service establishment regulations in Connecticut Public Health Code Section 19-13-B42. This can be accomplished by using an existing commercial kitchen that can accommodate your additional business needs, or by creating a new licensed commercial kitchen to support your food service operation.

Applicant Name: _____ Phone: _____

Mailing Address: _____

Name of Business: _____ Email: _____

Operating as a (check one):

- Temporary Food Event (1-2 day event)
- Seasonal Food Vendor
- Farmers Market Vendor
- Elephant's Trunk Vendor

Uses the kitchen as a base of operation located at:

Business Name: _____

Street Address: _____

Town: _____ Phone: _____

Name of Owner/Manager: _____

The facility will be used for the following activities (check all that apply):

- Cold Food Preparation Dry Food/Supply Storage Cooking or Reheating
- Ware Washing Cold Food Storage Waste/wastewater Disposal
- Water Supply*** Other: _____

(***The water supply must be from an approved public water supply or other approved source. Recent water test report required if using a private well water supply).

PLEASE NOTE:

- The Base of Operation facility must be licensed or inspected by a local health department/district or the Connecticut Department of Consumer Protection in order to support your food service operation.
- If this facility is licensed/inspected as a food service establishment by the local health department/district, please attach a copy of their current license and most recent inspection report.
- If this facility is licensed/inspected as a food service establishment or processing facility by the Connecticut Department of Consumer Protection, please attach a copy of their current license or most recent inspection report.
- If your base of operation changes, you must update this information with the Housatonic Valley Health District immediately.

Signature of Applicant

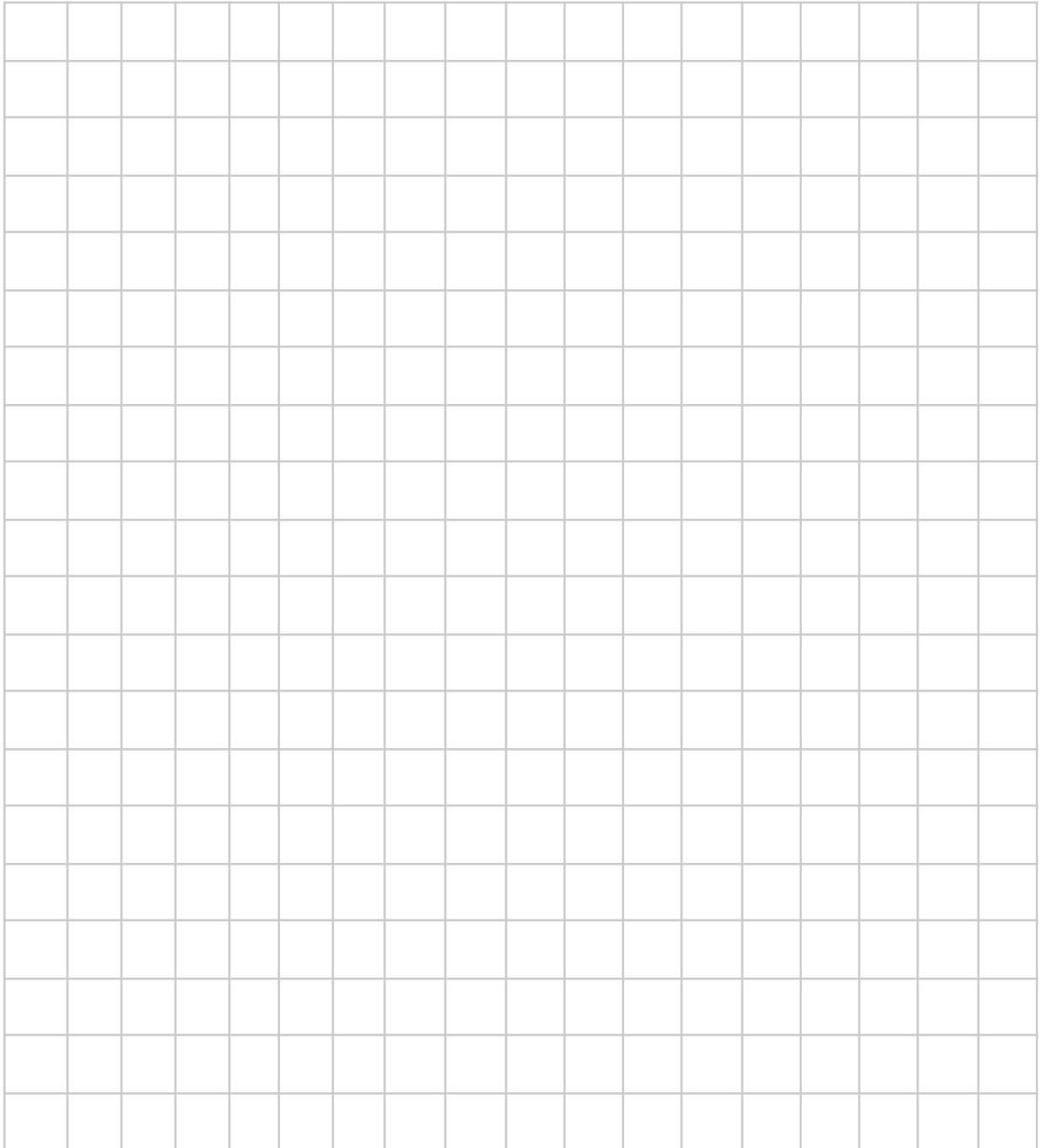
Date

MENU SHEET

Menu Item Include beverages, desserts, snacks items, etc.	Source (Check Appropriate Box)	Where Made? Where Purchased
Example: Tossed Salad	<input checked="" type="checkbox"/> Made by organization <input type="checkbox"/> Commercially made	Pre-cut lettuce from Big Y Salad made at event
Example: Meatballs & Sauce	<input checked="" type="checkbox"/> Made by organization <input type="checkbox"/> Commercially made	Sauce made at event Meatballs from Costco
Example: Baked Ziti	<input type="checkbox"/> Made by organization <input checked="" type="checkbox"/> Commercially made	Oliver's Market, Danbury
	<input type="checkbox"/> Made by organization <input type="checkbox"/> Commercially made	
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FOOD EVENT SKETCH

Draw the location and identify all equipment including hand washing facilities, dishwashing or utensil washing facilities, ranges, refrigerator, hot and cold holding equipment worktables, food/single service storage, grills, etc.



Describe the food booth, including walls, flooring, screening, counter materials, and lighting.