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Promoting Public Health

Bernards Township Health Department

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# Temporary Food License Application Process For Chester Borough

1. Apply for food license a minimum of **10 business days** before scheduled event. The food license form is attached for your convenience, or it can be found online at bernardshealth.org. Applicants have the option to apply for a temporary food license or an annual food license.

    a. Application along with the appropriate fee made payable to Chester Borough and submitted to: Borough of Chester Health Department, 50 North Road, Chester, NJ 07930

2. Events with **3 or less food vendors** schedule your inspections with the Bernards Township Health Department. 908-204-3071. We require 24-hour notice for inspections. Individual food trucks may be required to travel to the health department for inspection based on date/time of event.

    a. For events with **4 or more food vendors** an event coordinator must provide a list of all the food vendors who are participating and collect all the required paperwork/fees and submit as one packet.

3. ServSafe Certifications and most recent license and commissary inspection reports should be emailed to mkeegan@bernards.org once inspection is scheduled.

**Late fee surcharge of 50% will be assessed for all permit applications received by the Board of Health less than 10 business days before the special event.**

**Under no circumstances will applications be accepted or processed less than 5 business days from the date of the event.**