



Temporary Food Event Vendor Application

This application must be completed and submitted to the Buncombe County Environmental Health to provide information about all food preparation and sales to the public at any public event or exhibition within Buncombe County. A TFE permit may only be issued in conjunction to a special event such as fair, carnival, circus, public exhibition or other similar gathering. Examples are NC Mountain State Fair, holiday festivals, traveling carnivals and special events. In addition to this vendor application, a separate Organizer Application shall be submitted by the organizer of the event or exhibition.

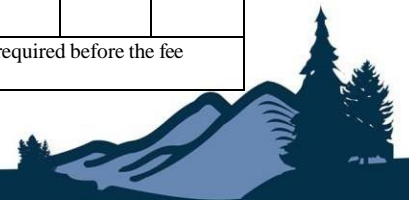
Please Note:

- Applications must be submitted no later than 15 days prior to the event.
Applications can be mailed, emailed, faxed or submitted directly to 30 Valley Street, Asheville NC 28801; Fax: 828- 250-6161; email EHRequest@buncombecounty.org
A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Food Vendor Application.
Food Vendor Application will not be considered complete until the Organizer Application is received. If the Organizer Application is not received within 15 days prior to the event the Vendor Application may be denied.

1) Name of Event:
2) Date(s) & Operation Hours of Event:
3) Address of Event: Street City State Zip
4) Event Organizer: Contact Info:
5) Name of Vendor: Vendor Phone:
6) Vendor Business Name:
7) Vendor Business Address: Street City State Zip
8) Applicant Email Address:
9) On-site (Person-in-Charge): PIC Phone:
10) Date for permitting: Time for permitting:

** Please note: Food booth must be completely set up prior to permitting. Permit may be denied if booth is not completely set up for permitting visit by the set permitting appointment time. **NO foods may be prepared or offered for sale prior to receiving a permit. Any food prepared before the permit has been issued, or food from an off-site unapproved location, must be discarded before operation permit will be issued.

Table with 3 columns: Question, No, Yes. Rows include: Are you preparing and selling non-TCS foods only? Examples: snow-cones, ice cream, cotton candy, funnel cakes, popcorn, most baked good. If yes, contact NCDA at 919-707-3000; Are you a non-profit organization which has not operated as a food vendor prior to this event this month? If yes, you must submit Exempt Vendor Verification Form; Are you operating as a mobile food unit with a valid permit from a local health dept. located in NC? If yes, in which county was permit issued? Provide copy of most recent inspection report.



11) Will vendor prepare food prior to the event? Yes No

If food will be prepared prior to the event, provide the name of the facility where food will be prepared:

Name of Prep Facility: _____

Address of Prep Facility: _____
Street City State Zip

Date(s) of preparation: _____ Time of Preparation: _____

Please Note: Advanced preparation may require an additional permit by BCHHS for the preparation site.

12) Do you have an approved Employee Health Policy? Yes No

13) Please check the box that best describes the source of water for your food booth:

- | | |
|---|---|
| <input type="checkbox"/> Public water supplied by organizer (food grade hose required) | <input type="checkbox"/> Tap water supplied by vendor |
| <input type="checkbox"/> On-site private well (requires sampling by BCHHS prior to event or back up water source) | <input type="checkbox"/> Bottled water supplied by vendor |

Method of Heating Water:

(for handwashing, utensil washing, and general cleaning)? _____

- All potable water holding tanks, containers and hoses used to transport or store water at the temporary food establishment shall be drained, washed, rinsed and sanitized.
- Containers and hoses used to store, haul, or convey potable water shall be approved for potable water and be food grade; not used for any other purpose and shall be protected from contamination.
- Potable water hoses and containers shall be labeled.
- Approved backflow device is required

14) Check the box that best describes the disposal method for the following:

Garbage:

- Waste taken offsite
 Event Dumpster
 Other: _____

Wastewater:

- Event gray water bin
 Other: _____

Grease/Used Cooking Oil:

- Grease taken offsite Event
 Event grease receptacle
 Other: _____

15) Check the box that best describes your equipment:

Cold Holding:

- Refrigerated Truck
 Commercial Refrigeration
 Freezer
 Other: _____

Hot Holding:

- Chafing Dishes
 Electrical Hotbox
 Grill
 Other: _____

Utensil washing:

- 3 Compartment Sink
 3 Basins
 Other: _____

Hand Washing:

- Mechanical Sink
 Gravity Flow Set Up
 Other: _____

16) Will ready-to-eat produce (vegetables or fruit) be prepared in the food booth?

- Yes, (requires a prep sink) No

17) Check the box which describes the food booth set up:

- 3-sided tent Tent with fans Mobile Food Unit Other: _____

18) Will vendor be using a secondary storage or preparation area? Yes No If Yes, indicate option below:

- Refer truck Supplementary Prep Area Storage Trailer Other: _____



Menu Details

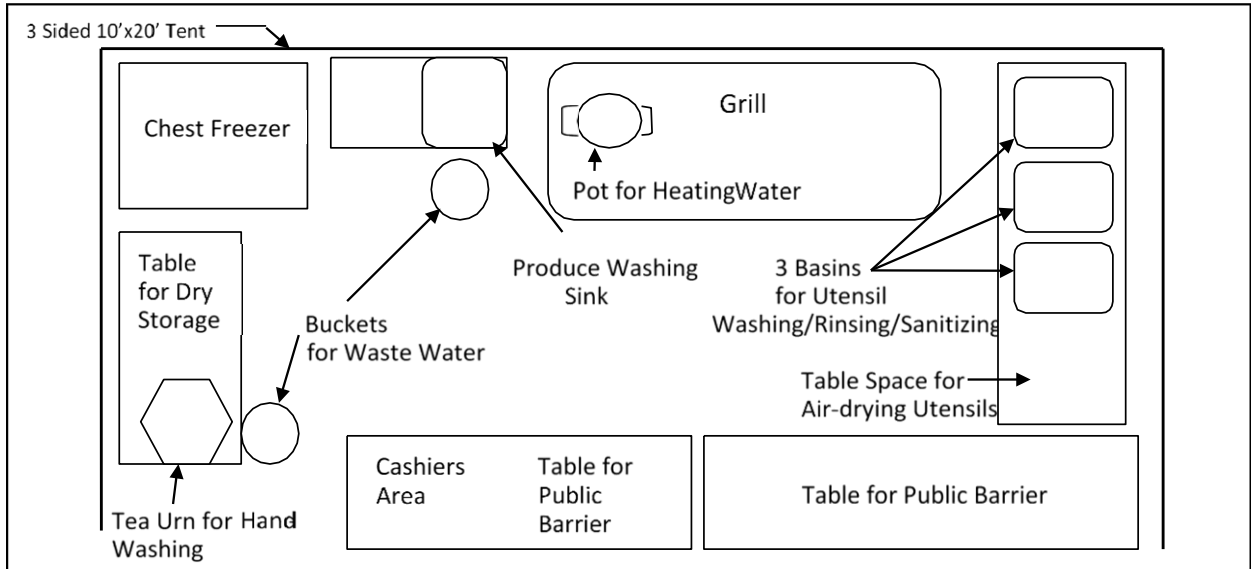
Provide a complete list of all food/menu items in the chart below and indicate “Advanced Preparation,” if the food/menu item will be prepared prior to the event. If advance preparation of the food/menu item will not be taking place, indicate “Prepared at Event.” Check both “Advanced Preparation” and “Prepared at Event” if food/menu item requires both types of preparation. Please include all add-on items such as lettuce, tomato, onion, etc. (example: Hamburgers with cheese, lettuce, tomato, onion).

***Please note: food preparation may not exceed more than 7 days prior to the event. ***

Food/Menu Items	Food Supplier/Source	Advanced Preparation*	Thawing	Cut, Washed, Assembled? Where?	Where will item be hot/cold hold?
<i>Ex. Lettuce/Tomato</i>	<i>US Foods</i>	<i>N/A</i>	<i>N/A</i>	<i>Lettuce and tomato cut, washed and assembled on site</i>	<i>In refrigeration</i>



- 19) **Food booth set-up plan must be submitted with application.** Please see below example of a typical food booth set-up. Please note that ALL food booths must have **approved hand wash set-up and utensil washing set-up for washing, rinsing and sanitizing equipment.** Other equipment needs may vary.



I certify that the information in this application is complete and accurate. I understand that:

- Any changes to my operation must be submitted to the Buncombe County Environmental Health for review and approval prior to the day of the event
- All Time/temperature control for safety foods (TCS) that I am serving must be maintained at approved temperatures (41°F or below for cold food and 135°F or above for hot food) during transport, holding and/or service
- Failure to maintain approved temperatures for TCS foods may result in disposal or embargo of the food
- Vendor is expected to be ready at permitting time.
- Permits must be posted in a conspicuous place designated by the regulatory authority.

Applicant Signature: _____ **Date:** _____

Reviewer Signature: _____	Office Use Only	Date: _____
Comments: _____		



Buncombe County Environmental Health Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. **All applications must be submitted to Buncombe County Environmental Health (BCEH) at least 15 days prior to the date of the event.**

Person in charge

- Available during all hours of food preparation

Employee requirements

- Gloves
- Hat, hair-net or visor
- Clean outer clothing, hands, and nails
- Employee Health Policy Agreement
- Vomit/Diarrhea Clean Up Procedures

Tent/weatherproof structure/canopy

- Canopy over entire operation, including food storage
– smokers are not required to be under a canopy

Fly protection

- Fly fans – 2 box size fans or more as needed

Ground covering

- Protection from dust/mud – in the absence of asphalt, concrete, or grass

Water supply

- Approved water source – private well must meet minimum construction standards as outlined in 15A NCAC 18A.1700 and requires testing in advance by Buncombe County Environmental Health
- Drinking water hose(s) – must be food grade, labeled, and sanitized
- Approved backflow prevention
- A means to heat water

Wastewater disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or Grey-water removal service

Utensil washing

- 3 basins large enough to fit food equipment
- Soapy water, rinse water, sanitizer
- Drain board or counter space for air drying
- Sanitizer test strips

Hand washing station

- At least 2 gallons of hot water under pressure
- Free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate vegetable washing sink – when preparing/serving ready-to-eat vegetables
- Ability to secure food against tampering and/or contamination (locked storage)

Food temperatures

- Accurate thin-probe food thermometer
- Cold holding: refrigeration/freezer/coolers with ice and drainage port
- Hot holding equipment

Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments

Lighting and miscellaneous

- Lighting shielded above food/preparation
- Toxic materials must be labeled
- Garbage collected/stored in containers with tight fitting lids and liners

I certify that I will comply with the requirements listed above and any other requirements as described by BCEH while operating my Temporary Food Establishment:

Vendor Signature: _____ Date: _____