

Pender County Health Department

...Building a healthier tomorrow...

Carolyn Moser, MPA
Health Director

February 26, 2020

Reference: Event Organizer Application & Revised Temporary Food Establishment Permit Applications

To Pender County Special Event Organizers/Festival Organizers,

Enclosed, please find an event organizer application, which has been revised to provide clarification of how to handle permitted mobile food units/push carts. The Event Organizer application is required to be submitted to the Environmental Health Section of the Pender County Environmental Health Department ideally 30 days prior to the event, but at minimum 15 days prior to the event. By providing the requested information, you will assist in identifying and preventing potential public health concerns that may occur during your event.

Additionally, we enclosed the revised Temporary Food Establishment application, revised checklists and guidance documents. These documents are encouraged to be provided to potential food vendors as part of your vendor application packets.

In addition to this organizer application, a separate updated Temporary Food Establishment Application (TFE) for all food vendors (profit/non-profit) must also be submitted to the Environmental Health Section of the Pender County Health Department at least 15 calendar days before the event. Event Organizer applications must be received by the Environmental Health Section of the Pender County Health Department prior to the submission and acceptance of any vendor applications.

The adoption of the 2009 NC Food Code requires our agency to enforce rule 15A NCAC 18A .2665(d), which states in part,

Temporary food establishments and temporary food establishment commissaries shall make application to the regulatory authority no fewer than 15 calendar days prior to commencing operation.

Any applications that do not fall under the §130A-250. Exemptions that are received less than 15 days prior to the event will not be accepted by the Environmental Health Section of the Pender County Health Department.

Please notify all TFE vendors, including non-profit organizations, associated with your event that the 15-day application submission requirement will be enforced in Pender County. Failure to adhere to this rule may result in fewer than expected vendors participating in your event. We do understand emergency situations arise. If an emergency with a vendor arises, please immediately notify us.

Non-profit organizations selling food continue to be exempt from the \$75.00 fee provided proper non-profit documentation is provided and submitted with the application. Please note that a current 501(c)(3) is limited to selling regulated food to no more than one time per month not to exceed 2 consecutive days as set forth in North Carolina General Statute §130A-250. Exemptions.

Permitted Mobile Food Vendors and Push Carts are required to complete and submit the Temporary Food Establishment application for each festival/special event. These vendors are required under 15A NCAC .2670 (d) to return to their commissaries at least daily for servicing and re-stocking. ***If the arrangement of vendors for your event does not allow these mobile food vendors the ability to leave and return each day, then they are required***

803 S. Walker St., Burgaw, NC 28425 (910) 259-1328 Fax (910) 259-1258

Environmental Health (910) 259-1233 WIC (910) 259-1290

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to pay the \$75 and obtain a Temporary Food Establishment Permit. Questions have been added to both the Temporary Event Organizer Application and the Temporary Food Establishment Application regarding this topic to help us better manage these types of vendors to ensure they are complying with North Carolina rules and regulations for food service.

Additionally, Environmental Health Specialists cannot be delayed by late vendor arrivals. Vendors must arrive and be set up for inspection no later than the appointment time agreed upon by you, the organizer, and the Environmental Health Specialist. Please notify vendors that late arrivals will not be permitted to sell food requiring a Health Department permit.

If you have any questions or need additional information concerning this matter, please contact us at (910) 259-1233. Thank you for your cooperation and commitment to public health in our community.

Sincerely,



Alexandra Perillo, MS, REHS
Environmental Health Program Specialist
Pender County Health Department
803 South Walker Street
Burgaw, NC 28425

Enclosed:

Temporary Event Organizer Application
Temporary Food Establishment Application
Do I Need A Temporary Food Service Permit? Guidance Document
Temporary Food Establishment Checklist Guidance Document

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