

**PROCEDURE FOR APPLYING FOR A
SOLICITOR OR MOBILE (FOOD) VENDOR LICENSE**

TOWNSHIP OF PARSIPPANY-TROY HILLS

Township Clerk's Office (973-263-4359)

1. Complete the attached application form and submit it to the Township Clerk's Office with the appropriate fee (cash or check made payable to the Township of Parsippany-Troy Hills). A copy of your **NJ Sales Tax Certificate of Authority** must accompany the application, as well as **two passport size photographs**.
2. All solicitors and mobile vendors must be fingerprinted as part of the criminal background check. Contact IdentoGo to schedule an appointment. IdentoGo may be reached at 1-877-503-5981 or you can visit the company's website at www.bioapplicant.com/nj.
3. If you are a mobile food vendor and plan to temporarily stop on privately owned property you must submit a letter of permission from the property owner, with the owner's signature and printed name. The block and lot numbers of the property must be specified in the letter as well as the street address. Contact the Zoning Department at 973-263-4373 to confirm that the property is properly zoned for this activity. As a mobile food vendor, once the Police Department has issued its approval, you will be contacted and asked to schedule an appointment with the Township's Health Department (973-263-7160) for an inspection of your vehicle and the issuance of a Mobile Vendor Food Handler License.

Note: *A business must complete and file Form NJ-REG (Business Registration Application) to register with the State to collect/remit New Jersey taxes such as sales tax or employee withholdings, and to obtain a New Jersey tax identification number. You can register a business online or file a paper application. For additional information on registering your business visit: <http://www.state.nj.us/treasury/revenue/gettingregistered.htm>*

Solicitor and Mobile Vendor Licenses expire December 31st and are subject to renewal in the following year.

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|-------------------------------|--------------------------|--|
| CHECK LIST: | <input type="checkbox"/> | Application fee |
| | <input type="checkbox"/> | Copy of NJ Sales Tax Certificate of Authority |
| | <input type="checkbox"/> | Two (2) photographs |
| If applicable: | <input type="checkbox"/> | Copy of valid Vehicle Registration |
| | <input type="checkbox"/> | Copy of valid Driver's License |
| | <input type="checkbox"/> | Credentials establishing relationship with firm |
| If mobile food vendor: | <input type="checkbox"/> | Signed Acknowledgment Form |
| | <input type="checkbox"/> | Written permission from property owner to temporarily stop on <u>private property</u> to sell to the general public, if applicable |

TOWNSHIP OF PARSIPPANY-TROY HILLS

**MOBILE VENDOR/SOLICITOR
LICENSE APPLICATION FOR THE YEAR 20__**

FEES ARE NON-REFUNDABLE

FEES:

CANVASSERS AND SOLICITORS PER APPLICANT - \$350

MOBILE VENDORS PER APPLICANT:

(as defined in Chapter 180, Food Establishments, Retail, Section 180-3 (C) (1)(2)(3))

CLASS 1 (those dealing only with prepackaged or wrapped foods) \$400

CLASS 2 (those trucks where food is cooked and prepared on site) \$400

CLASS 3 (those who sell frozen dairy products and frozen snacks) \$150

<p>FOR MUNICIPAL USE ONLY</p> <p>Prepaid: _____ Date Filed: _____ Application No. _____</p> <p>New _____ Renewal _____</p> <p>Fee: Cash _____ Check _____</p> <p>Copy of NJ Sales Tax Certificate of Authority <input type="checkbox"/></p> <p>Copy of Valid Registration for each vehicle being used <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Copy of Valid Driver's License <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Signed Acknowledgment (Mobile Food Vendor) <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Credentials Establishing Relationship with Firm <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Approvals: Assessing _____ Zoning _____ Health _____</p> <p>Police _____</p> <p>License No. _____ Date Issued _____</p>
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INSTRUCTIONS:

COMPLETE ALL ITEMS - IF NOT APPLICABLE, SPECIFY WITH "N/A"- PLEASE PRINT

1. Name of Applicant (Individual's Name): _____
Residence: _____
Number of years at present address: _____
If less than 5 years at present address, indicate former address, include zip code: _____
Date of Birth: _____ Social Security No.: _____
Home Telephone Number: _____ check if unlisted number
Work Telephone No: _____
Do you have a valid N.J. Driver's License with your current address? Yes No
Driver's License No: _____
Date Driver's License Expires: _____
State Veteran's License No., If Applicable: _____

2. Name and Address of Company Represented By Vendor: _____

Trade Name, if applicable: _____

If Corporation, Name and Address of Registered Agent: _____

Telephone Number of Company: _____

Submittal of Credentials Establishing Relationship with Firm: Yes No

3. Describe Nature of Business: _____

Specify Goods or Services to be Sold or Contracted For: _____

4. Area of Operation: _____

5. When will the licensed activity be conducted?

Days of Week: _____

Hours of Operation: _____

6. Will you be using a vehicle in connection with mobile vending or soliciting? Yes No

If YES, and you are a mobile food vendor, please proceed to Question 7.

If YES, and you are soliciting (other than mobile food vendor), complete the following:

Vehicle Description:

Make: _____ Model: _____ Year: _____

License Plate Number: _____

Name on Vehicle: _____

(If more than one vehicle will be used, please check and provide specific information for each vehicle)

7. Mobile (Food) Vendor: Yes No

If Yes, Indicate Vehicle To Be Used:

Make: _____ Model: _____ Year: _____

License Plate No.: _____

Name On Vehicle: _____

*Will You Temporarily Stop Your Vehicle on Private Property? Yes No

If Yes, Specify:

Street Address: _____

Block: _____ Lot: _____

Name And Address of Property Owner: _____

(Written permission of property owner must be submitted with application)

If you will be temporarily stopping on more than one property, you must provide information relative to each property and permission from each property owner.

*Catering Type Vehicles that are **invited** by companies and other entities to sell food products to their employees only, and **not to the general public**, are not required to complete this section.

8. List **All** Other Municipalities in Which You Have Held or Currently Hold a Solicitor's License:

9. References (Not Related To You) - Submit At Least 2 with Their Complete Addresses and Telephone Numbers
(1) Name: _____
Address: _____
Telephone Number: _____
(2) Name: _____
Address: _____
Telephone Number: _____
(3) Name: _____
Address: _____
Telephone Number: _____

10. List Any Arrests Or Convictions (Motor Vehicle, Criminal, Or Local Ordinances)
Violation: _____ Violation: _____
Date: _____ Date: _____
Municipality: _____ Municipality: _____
State: _____ State: _____
Penalty Imposed: _____ Penalty Imposed: _____
Attach Additional Information, If Necessary

11. Physical Description:
Sex: Male Female Height: _____ Weight: _____
Race: _____ Color of Hair: _____ Color of Eyes: _____
Date of Birth: _____ Age: _____

12. Former Employers and Addresses (Submit 2)
(1) _____
(2) _____

PLEASE SIGN AND HAVE NOTARIZED BY A NOTARY PUBLIC PAGE 4 OF THE APPLICATION

YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT IT

Upon my oath or affirmation, I certify that all information provided in this application is true. I further certify that I am familiar with Chapter 195, *Distribution of Handbills*; §290-10, *Vending in Park and Recreational Areas*; and Chapter 296, *Peddling and Soliciting* of the Code of the Township of Parsippany-Troy Hills.

Sworn and Subscribed to Before Me

Signature: _____

This _____ Day of _____, 20 ____.

Print Name: _____

Date: _____

My Commission Expires: _____

IF MOBILE FOOD VENDOR PLEASE COMPLETE PAGE 5 OF THE APPLICATION

MOBILE VENDOR – FOOD
ACKNOWLEDGEMENT

MOBILE VENDOR FOOD – Any person who transports by vehicle prepared food, foodstuffs to be prepared or cooked prior to sale and beverages with the intent of selling such food and beverages to individual patrons or purchasers while said vehicle is temporarily stopped and parked during a period of time no longer than the time it takes to conclude a sale or a series of uninterrupted sales. Mobile vendors of frozen products only, such as ice cream, water ices or other frozen confectionery products, shall not be considered to be mobile vendors for the purposes of Chapter 430 of the Township Code, but shall be responsible for full compliance with all requirements of article.

§ 296-6 Use of Property within Township -No mobile vendor or solicitor shall have any exclusive right to any one place upon any sidewalk, or any street, or any other fixed location within the Township, whether such location is on publicly owned or privately owned property. No mobile vendor shall stop or park a vehicle or conveyance used in dispensing and selling goods or wares for longer than the time it takes to conclude a sale or an uninterrupted series of sales, whether the mobile vendor's vehicle or conveyance is located on publicly owned property or privately owned property for which the vendor has filed a written authorization for same from the private property owner within the licensing authority. In no event shall a mobile vendor stop or park a vehicle or conveyance used in dispensing and selling goods or wares after 7:00 p.m. No mobile vendor or solicitor shall be permitted to operate in any congested area where his/her operation might impede or inconvenience the public or otherwise create a safety hazard. The Township Police Department shall be authorized to require mobile vendors or solicitors to move from such an area. For the purposes of this section, the judgment of a police officer exercised in good faith shall be deemed conclusive as to whether the area is congested, the public impeded or inconvenienced or a safety hazard is otherwise created by the location of the mobile vendor or solicitor

I, _____ acknowledge that I have read the §296-6 of the Township Code and that I fully understand the same.

Print Name: _____

Signature

Date