



TOWN OF

HAMMONTON**Municipal Clerk's Office**

Town Hall 3rd Floor • 100 Central Ave., Hammonton, N.J. 08037 • 609-567-4300

www.townofhammonton.org

**LICENSE APPLICATION
FOR THE FOLLOWING:**

- Peddlers
- Hawkers
- Vendors
- Solicitors
- Canvassers
- Food Trucks
- Door to Door Vendors
- Seasonal Sales Vendors

NOTE: Per Chapter 204 of the Code of the Town of Hammonton

License must be issued even if going door to door and even if no money or orders will be taken. Veterans with proper credentials are exempt from payment of fees and food truck location restrictions but must still comply with all other aspects of Chapter 204. All sales limited to **9:00 AM** through **7:00 PM**. It is necessary to submit a separate application for each individual involved in the business operations, as well as for each food truck being utilized.

SEASONAL SALES ONLY	\$300 Vendor Fee collected prior to issuance of license. Please check below the season you are applying for.	ALL OTHER SALES	\$100 Registration Fee for each individual applicant, even if it is the same business. Non-refundable fee must be collected upon receipt of application.
☐ Christmas <i>Not to exceed 30 days prior to Christmas Day.</i> ☐ Easter <i>Not to exceed 14 days Prior to Easter.</i> ☐ Valentine's Day <i>Not to exceed 7 days in month of February.</i> ☐ Mother's Day <i>Not to exceed 7 days in month of May.</i>		Each individual applicant making sales is required to pay a license fee of \$500, along with a fee of \$500 for each food truck being licensed. License will remain valid for 1 year from the date of issuance.	

____/____/____ The Hammonton Police Department is required by code to complete a police
Date of Application background check within 21 days from the date they receive the application.

Company/Organization name_____
Company/Organization address_____
Name of applicant making sale_____
Address of applicant making sale_____
Phone #____/____/____
Date of Birth_____
City & State of Birth_____
Social Security # (Please attach copy of Social Security card.)_____
Driver's License # (Please attach copy of driver's license.)

Description of items (product or service) to be
solicited for orders or sold:

Please attach a copy of the following to this application:

- Vehicle and/or food truck registration and insurance ____ RECEIVED
- Proof of registration with NU Division of Taxation ____ RECEIVED
- Atlantic County Board of Health approval if food is being served ____ RECEIVED
- (Food trucks only) Detailed map with block and lot of parking location of sales ____ RECEIVED

Clerk to verify that all taxes, permits and fees owed to the Municipality have been satisfied for this property.

Date: ____/____/____ APPROVED

_____
Applicant signature authorizing police background check and fingerprints.

Have you ever been
convicted of a crime
or disorderly person?

☐ **Yes** If yes, provide date: _____

☐ **No** _____

**ORDINANCE #007-2018**

An ordinance of the Town of Hammonton to amend Chapter 204, Article III of the General Ordinances.

BE IT ORDAINED, by Council of the Town of Hammonton, County of Atlantic, State of New Jersey as follows:

1. Chapter 204, Article III, a Section 30 is added which states as follows: § 204-30. **Appeal for Food Trucks.**

A. Town Council shall herein decide requests for variance relief from Ordinance \$204-28.

B. In passing upon such applications, Town Council shall consider all relevant factors, including, but not limited to:

1. The suitability of the location for Food Trucks;
2. Any danger to life and property;
3. The importance of the services provided by the proposed Food Truck to the community;
4. The necessity for the Food Truck to be at that location;
5. The availability of alternative locations for the proposed Food Truck;
6. The compatibility of the proposed Food Truck with existing and anticipated development; and
7. The safety of access to the property where the Food Truck is to be located.

C. Upon consideration of the factors set forth above in Section 204-30(B) and the purposes of this Ordinance, Town Council may attach such conditions to the granting of a variance as it deems necessary to further the purposes of this Ordinance.

D. The affirmative vote of the majority of the full authorized membership of Town Council shall be necessary to grant requests for variances under this Section.

BE IT FURTHER ORDAINED, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the Courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

BE IT FURTHER ORDAINED, that any Ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict; and

BE IT FURTHER ORDAINED, that this Ordinance shall take effect following adoption and approval in the time and manner prescribed by law.

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced in and passed the first reading at a meeting of Town Council of the Town of Hammonton, County of Atlantic and State of New Jersey held on January 22, 2018, and said Ordinance will be further considered for final passage and adoption at a public hearing to be held at the Municipal Building located at 100 Central Avenue, Hammonton, NJ 08037, on February 26, 2018, at 7:00 PM or as soon thereafter as the matter may be reached.

BY ORDER OF TOWN COUNCIL OF THE TOWN OF HAMMONTON.

Introduced: January 22, 2018

Adopted: February 26, 2018

**ORDINANCE #001-2017**

An ordinance amending Chapter 204 of the Code of the Town of Hammonton entitled "Peddlers, Solicitor and Transient Merchants"

WHEREAS, after input of the Municipal Clerk and review of the Mayor and Council, it has been determined that Chapter 204 of the Code of the Town of Hammonton requires updates to conform with the new available options for selling products, edibles or services within the Town; and

WHEREAS, the following amendments have been deemed necessary to continue to serve the public interest;

WHEREAS, Chapter 204-4 of Article I shall be amended as follows: All vending units shall not be permitted to be in use and shall be off the streets and sidewalks of the Town of Hammonton during the period from 9:00 p.m. to 7:00 a.m. daily. All door to door sales shall be conducted between the hours of 9:00 a.m. and 7:00 p.m.

WHEREAS, Chapter 204, Article III, Section 204-13, "Title", is amended to read "Peddlers, Hawkers, Vendors, Solicitors, Canvassers, Food Trucks, Door to Door Vendor and Seasonal Sales Vendors".

WHEREAS, Chapter 204, Article III, Section 204-15, "Definitions", is amended to add FOOD TRUCK VENDOR - Any person, whether or not a resident of the Town of Hammonton who travels in a self sustained food truck to be parked at a specific location (pre-approved by the Town Clerk and Police Chief) to sell food, approved by Board of Health, to patrons.

WHEREAS, Chapter 204, Article III, Section 204-15, "Definitions", is amended to add DOOR TO DOOR VENDOR - Any person, whether or not a resident of the Town of Hammonton who travels on foot and/or by vehicle to visit private homeowners to discuss or hand out information that may result in a sale.

WHEREAS, Chapter 204, Article III, Section 204-16, "Fixed Location Sales Prohibited; exception." Repealed.

WHEREAS, Chapter 204, Article III, Section 204-17, "License Required", is amended to include Food Truck Vendor and Door to Door 20 Vendor.

WHEREAS, Chapter 204, Article III, 204-19, "Application for peddler, hawker, vendor, solicitor and canvasser license", is amended to include Food Truck Vendor and Door to Door Vendor.

204-19(A) and (B) shall be amended to add the following sentence "the applicant(s) must be the registered owner of the food truck, cart, vehicle or other conveyance, the person named on Tax ID, the person named on certificate of insurance and the person conducting the sale and he/she must be present at all times. Any person who has provided false information on their application or any person who has caused another person to provide false information on their application, will be subject to a local fine of \$1,000.00

204-19(H) shall be amended to read "Current photo identification of each applicant is required."

204-19(I) is added to read "Applicant shall submit a certificate of insurance to be approved by the Town of Hammonton's Risk Management Consultant."

204-19(J) is added to read "Veteran applicant shall submit proof of his/her New Jersey Residency, State Issued Peddler License, Card #2765 Department of Defense Status DAV/PERMANENT to be subject to veteran exception status.

204-19(M) is amended to read "All vending units shall not be permitted to be in use and shall be off the streets and sidewalks of the Municipality during the period from 9:00 p.m. to 7:00 a.m. daily. Door to door sales are to be conducted between the hours of 9:00 a.m. and 7:00 p.m."

204-19(O) Detailed map with street names and Block and Lot location where food truck will be parked.

WHEREAS, Chapter 204, Article III, Section 204-20(B), "Investigation and issuance, hearing upon disapproval" is amended to read "Such investigation shall be completed within 21 days after receipt of such application; and said Chief shall endorse thereupon his approval or disapproval and, if disapproved, his reasons therefore, and he shall immediately notify the applicant that his application has been disapproved. The application so endorsed shall be forthwith returned to the Town Clerk. When the application is approved by the Police Chief, the applicant shall be issued a license and a parking sticker for the specified approved parking place in the case of a food truck, cart or other conveyance. When approving parking place the Police Chief shall take into consideration all laws including but not limited to those pertaining to intersections and traffic flow in the requested area. All licenses issued under Chapter 204 shall expire one year from date of issuance." **(CONTINUED)**



WHEREAS, Chapter 204, Article III, Section 204-21(A), "Fees", is amended to read "Registration fee. Each individual applicant, even if al working for same business, for a seasonal sales vendor license or a peddler, hawker, vendor, solicitor, canvasser, food truck and door to door license shall be required to pay a Non-Refundable fee of \$100.00 to the Town Clerk for police investigation for each person who will be utilizing license and each vehicle, food truck or other conveyance that will be used during the license term."

WHEREAS, Chapter 204, Article Ili, Section 204-21(B)(1), "Fees", is amended to read "License fee. The Town's License fee for the issuance of a license hereunder shall be as follows:

- (1) Peddler, hawker, vendor, solicitor, canvasser, food truck and door to door annual license fee: \$500.00 per person making sales and per food truck, vehicle or other conveyance used to make sales"

WHEREAS, Chapter 204, Article III, Section 204-22, "Duration of license", is amended to add food truck and door to door vendor.

WHEREAS, Chapter 204, Article III, Section 204-25, "Effect on existing licenses", is amended to read "Any license which is operating under a current license term (to expire one year from date of issuance) shall remain in full compliance under prior law until the license expires at which time a new application with all regulations contained herein must be made and approved."

WHEREAS, Chapter 204, Article III, Section 204-27 (B), "Exceptions", shall read "A Veteran with proper credentials is not subject to payment of fees or location of sale restrictions but is subject to Police Investigation and al other sections herein." The veteran making application must be the registered owner of the food truck, cart or vehicle or other conveyance, the person named on Tax ID, the person named on certificate of insurance and the person conducting the sale and he/she must be present at al times. Any person using a Veteran to make application on their behalf, will be guilty of a crime in the fourth degree per to N.J.S.A. 45:24-9 and subject to a local fine of \$1,000.00.

WHEREAS, Chapter 204, Article III, Section 204-27, "Exceptions", shall be amended to include (D) Any person attending a Special Event held in the Town of Hammonton shall be exempt from the requirements herein, however, will be required to comply with any and al rules and regulations of the individual group sponsoring the event. Al event coordinators and veteran attendees shall be subject to N.J.S.A. 45:24-9. The Municipal Clerk shall notify the event coordinator of this law upon Mayor and Council's approval of the special event."

WHEREAS, Chapter 204, Article II, Section 204-27 shall be amended to include (E) per N.J.S.A. 45:24-9 any licensee who shall sell or transfer such license shall be guilty of a crime of the fourth degree and punished accordingly.

WHEREAS, Chapter 204, Article III, Section 204-30 "Food Trucks Prohibited", shall be added to read "Food Trucks shall be prohibited at all times in the following Zones: HB, DT1, DT3, DT4, GW1, GW2, GW3 but shall be permitted on private property not located in those zones and on farms so long as the property owner has given their permission."

WHEREAS, Chapter 204, Article III, Section 204-31, "All Sales Prohibited", shall be added to read "All Peddlers, Hawkers, Vendors, Solicitors, Canvassers, Food Truck, and Door to Door Sales are prohibited on Municipal Owned Property."

BE IT FURTHER RESOLVED, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the Courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

BE IT FURTHER RESOLVED, that any Ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict; and

BE IT FURTHER RESOLVED, that this Ordinance shall take effect following adoption and approval in the time and manner prescribed by law.

Introduced: January 5, 2017

Adopted: January 23, 2017



TOWN OF

HAMMONTON

Municipal Clerk's Office

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A copy of the following forms must be submitted with your application:

NJ DIVISION OF TAXATION REGISTRATION • SAMPLE

Sample Name <i>Governor</i>		Sample Name <i>State Treasurer</i>
Sample Name <i>LT. Governor</i>	State of New Jersey DEPARTMENT OF THE TREASURY DIVISION OF TAXATION TRENTON, NEW JERSEY 08695-0272	Sample Name <i>Acting Director</i>
***** SAMPLE SAMPLE NAME HAMMONTON, NJ 08037-1514		DATE: 6/20/26
		ID: SAMPLE # PIN: SAMPLE #
Dear Taxpayer, This is sample text. Our records show that you recently registered for the New Jersey Sales and Use Tax Sales and Use Tax Returns must be filed electronically either online or by phone and payments must be submitted electronically by electronic check (e-check), electronic funds transfer (EFT), or credit card. If you choose to pay by credit card, a fee of must be paid directly to Official Payments Corporation. This is sample text. The PIN listed above is assigned to your business and will allow you to file using both the online and phone EZ File Systems. The PIN (or the first four characters of your business name) must be used along with your 12-digit New Jersey Taxpayer Identification Number when accessing either filing method. It will also allow you to make payments by a credit card. Please keep this number in a safe and secure location and be sure to keep it confidential. This PIN can not be used to make Electronic Fund Transfers. • To file your return online, simply go to the Division of Taxation Web site. Choose "File, Pay Online" on the navigation bar, scroll down to "Sales and Use Tax," and select Form. • This is sample text. To file your return by phone, just complete the enclosed worksheet for the appropriate period and call 1-877-829-7866 (toll-free from anywhere). This is sample text. The PIN listed above is assigned to your business and will allow you to file using both the online and phone EZ File Systems. The PIN (or the first four characters of your business name) must be used along with your 12-digit New Jersey Taxpayer Identification Number when accessing either filing method. It will also allow you to make payments by a credit card. Please keep this number in a safe and secure location and be sure to keep it confidential. This PIN can not be used to make Electronic Fund Transfers.		

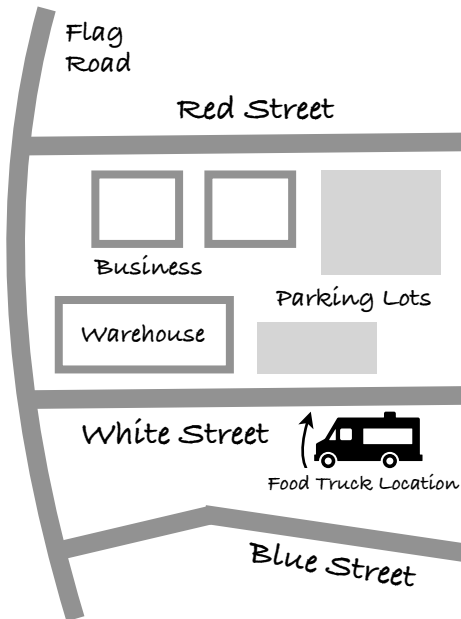
ATLANTIC COUNTY BOARD OF HEALTH APPROVAL • SAMPLE

	Atlantic County Division of Public Health SANITARY INSPECTION REPORT SAMPLE NAME OF VENDOR SATISFACTORY
This is a sample. Detailed supporting data sheets are available upon request on these premises and at the Atlantic County Division of Public Health. SAMPLE LOCAL BOARD OF HEALTH SAMPLE Atlantic County Division of Public Health 201 South Shore Road, Northfield, NJ 08225 • Phone: 609/645-5971	
Sample Name Sample Name	Date Sample Date Sample
Note: This is sample text. In accordance with the New Jersey Administrative Code (NJAC), this report shall be posted in a conspicuous place near the public entrance of the establishment.	

A copy of the following forms must be submitted with your application:

FOR FOOD TRUCKS ONLY • SAMPLE MAP

Please provide a detailed vicinity map with block and lot number of where you are applying to park food truck. Hand drawn map is acceptable.



CERTIFICATE OF LIABILITY INSURANCE • SAMPLE

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 3/18/2020	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS ON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed, if SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in favor of such endorsements(s).					
PRODUCER Lindsey Bloch 5500 S Lewis Ave Tulsa OK 74120		INSURANCE BROKER NAC Insurance Group P.O. Box 916-664-7105 Tulsa, Oklahoma 74106-0664 www.nacins.com@nashweb.com			
		INSURER(S) AFFORDED COVERAGE		NAID #	
		INSURER 1: National Fire Ins Co of Hartford		20478	
		INSURER 2: Valley Forge Ins Co		20509	
		INSURER 3: Continental Ins Co		30593	
		INSURER 4: AmTrust Ins Co of Kansas		19954	
		INSURER 5:			
INSURED					
COVERAGES		CERTIFICATE NUMBER: 4-00041-425		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICES OF INSURANCE LISTED BELOW ARE NOTIFIED TO THE INSURED IMMEDIATELY AFTER THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER AGREEMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY REQUIREMENT, TERM OR CONDITION OF SUCH POLICIES, LIMITS SHOWN HEREIN ARE SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF EACH POLICY. LIMITS HAVE BEEN RECHECKED FOR ACCURACY.					
LINE	TYPE OF INSURANCE	TOTAL LIMIT	POLICY NUMBER	POLICY EFF DATE	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☒ CLASSEMANA ☒ OCCUR	Y	5102109	5102102	EACH OCCURRENCE \$1,000,000 AGGREGATE CLAIMS DURING POLICY PERIOD \$1,000,000 LIMITS APPLY TO EACH EVENT \$1,000,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATES \$2,000,000 PRODUCTS COMPLETED \$2,000,000 Pollution \$1,000,000 BODILY INJURY - POLICY LIMIT \$1,000,000 BODILY INJURY (per person) \$1,000,000 PROPERTY DAMAGE (per occurrence) \$1,000,000 \$1,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNER OPERATED ☐ SCHEDULED NON-OWNED ☐ HIRE ONLY ☐ NON-HOLDWAY HIRE ONLY ☐		5102109	5102102	\$1,000,000 \$1,000,000 \$1,000,000
C	FIRE LOSS EXCESS LOSS ☒ CLASSEMANA EGL ☒ EXTENDED COVER	X	5102109	5102102	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$1,000,000
D	INSURER'S CONTRIBUTION AND SELF-RETAINED LIABILITY Amounts payable by each insurer are subject to the self-retention amount shown in the schedule of coverages. COOPERATION OF DEFENSE		5102109	5102102	SUB-SUBJECTIVE ELI DEFENSE - PA EMPLOYEE \$1,000,000 ELI DEFENSE - POLICY LIMIT \$1,000,000 POLICY LIMIT \$1,000,000
E	Unlimited Equipment				
DESCRIPTION OF OPERATION(S)/LOCATION(S)/VEHICLE(S) (ACORD 104, Additional Remarks Schedule, will be attached if more space is required)					
Location and food truck VIN# should be listed here.					
CERTIFICATE HOLDER			CANCELLATION		
Town of Hammonton 100 Central Avenue Hammonton, NJ 08037			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
			AUTHORIZED REPRESENTATIVE [Signature]		
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TOWN OF HAMMONTON BUSINESS LICENSE • SAMPLE

TOWN OF HAMMONTON		No. 010101
ATLANTIC COUNTY		
New Jersey		
Date of Issue	Date of Expiration	
2/10/2026	2/10/2027	
Type of License		
YEARLY VENDOR		
Amount		
\$ 0.00		
THIS LICENSE MUST BE POSTED IN PUBLIC VIEW NOT TRANSFERABLE		
BY ORDER OF THE TOWN OF HAMMONTON		

Food Trucks are prohibited at all times in the following zones: **HB, DT1, DT3, DT4, GW1, GW2, GW3** but shall be permitted on private property not located in those zones and on farms so long as the property owner has given permission. View the entire Hammonton zoning map online at: www.townofhammonton.org/land-use-board

