

**Town of Roxbury**  
**Food Truck Vendor Policy**  
**Approved by Board of Selectmen February 1, 2016**

**PERMIT REQUIRED**

No person shall vend, sell or attempt to sell any goods, wares or merchandise upon the public property, highways or roads of the town without first obtaining from the Board of Selectmen a permit for the privilege of so vending.

**APPLICATION REQUIREMENTS**

- A. Any person or company, at the request of a municipal party, applying for a vendor's permit shall furnish his, her or its name, residence, residence address and business address and if a company or corporation, the names and addresses of its officers.
- B. The description and registration of any and all motor vehicles to be used by that person or company shall also be supplied on the application.
- C. The vendor must meet all compliance requirements for temporary food vendors as set forth by the Newtown Health Department.

**PERMIT FEE**

Each applicant for a permit shall pay a permit fee for each team or vehicle used in connection with food truck vending. Permit fees shall be \$20 for each occurrence.

**PERMIT POSSESSION**

Each person or company, while vending, with the town shall at all times have in his or her possession the permit issued pursuant to the terms of this policy and shall display the same to any person upon request.

**RESTRICTIONS**

No vehicle used in the vending shall be parked upon the travel portion of any road or highway within the town in a manner which may result in a gathering of individuals so as to cause a traffic hazard or danger to the traveling public.

**FILING OF APPLICATIONS**

Any and all applications called for under this policy shall be filed with the Selectmen's Office. It must be acted upon by the BOS within 30 days from filing if it is not, it is deemed to have been approved.

**GENERAL FUND**

All permit fees paid pursuant to this policy shall be deposited in the General Fund of the town.

**SUSPENSION OR DENIAL OF PERMIT**

Any permit granted under this policy may be suspended for a period of 30 days upon receipt by the Board of Selectmen of a sworn complaint by any citizen that the permittee has failed to comply with the conditions of this policy, or engaged in claimed fraudulent practices, misrepresentation, trespass, breach of peace or other unlawful practices or intimidating conduct, in connection with making solicitations pursuant to the granted permit.

**PENALTY**

Any person, firm or representative of a company who shall violate any provision of this policy shall be fined not more than \$100 for each offense.

## **APPLICATION FOR FOOD VENDOR'S PERMIT**

Please return the completed application to the Selectmen's Office along with a copy of your auto insurance declaration and a copy of your current food license.

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Name and address of owner(s): (If a corporation, list names and addresses of officers)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Agent's Phone: \_\_\_\_\_

Vehicles to be used:

Vehicle Marker Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items to be sold (Please be specific as possible): \_\_\_\_\_

\_\_\_\_\_

List EACH location or event where items will be sold: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**TO BE COMPLETED BY MUNICIPAL PARTY (Board/Commission, etc.)**

Applicant is granted permission to sell in above location(s) with the following conditions:

Signature of Agent for Municipal Party

Date



**TO BE COMPLETED BY FIRST SELECTMAN**

Application is approved

Application is denied

Conditions of Approval are as follows:

Date