



TOWN OF SMITHTOWN
DEPARTMENT OF PUBLIC SAFETY
SPECIAL INVESTIGATIONS DIVISION
65 MAPLE AVENUE, SMITHTOWN, NEW YORK 11787
631-360-7553



PEDDLING LICENSE FOR:
FOOD TRUCKS, ICE CREAM TRUCKS, COFFEE TRUCKS

INSTRUCTIONS: Failure to return this application, properly completed, will result in the return of this application and the ceasing of all consideration for said license. Read the application carefully and fill in all required information. Every question must be answered. An omission in any section may be considered cause for rejection.

It is to your interest to fully complete the application without omissions or evasions. Should investigation disclose important discrepancies, this application may be denied. If a license has been issued and discrepancies are found later, then said license may be revoked.

All licenses expire on the 31st of December of the year of issue, and must be renewed by submitting a completed application and required fees.



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REQUIREMENT CHECKLIST:

- ☐ 1. COMPLETED APPLICATION (ATTACHED)
- ☐ 2. THREE (3) INDIVIDUAL PHOTOGRAPHS 2" x 2"
- ☐ 3. COPY OF NEW YORK STATE SALES TAX NUMBER CERTIFICATE
- ☐ 4. COPY OF HEALTH DEPARTMENT CERTIFICATE FROM SUFFOLK COUNTY
- ☐ 5. GENERAL DESCRIPTION OF ITEMS TO BE SOLD (ON ATTACHED FORM)
- ☐ 6. PHOTOCOPY OF DRIVERS LICENSE FOR VEHICLE OPERATORS
- ☐ 7. ALIEN REGISTRATION CARD IF LEGAL ALIEN
- ☐ 8. A DESCRIPTION OF VEHICLE AND COPY OF VEHICLE REGISTRATION AND INSURANCE CARD
- ☐ 9. FINGERPRINTS--FOR THE PURPOSE OF A CRIMINAL BACKGROUND INVESTIGATION.
(INSTRUCTIONS/APPOINTMENT WILL BE MADE AT TIME OF APPLICATION SUBMITTAL)
- ☐ 10. *ADDITIONAL REQUIREMENTS FOR FOOD TRUCKS (MOBILE FOOD PREPARATION VEHICLES) ONLY:*
 - INSPECTION OF VEHICLE BY THE SMITHTOWN FIRE MARSHAL'S OFFICE*
 - (APPOINTMENT WILL BE MADE AT TIME OF APPLICATION SUBMITTAL)

FEES:

FINGERPRINTING AND BACKGROUND CHECK - \$140
(SEPARATE CHECK FOR FINGERPRINTS)

MOBILE FOOD PREPARATION VEHICLE - \$125

VEHICLE OPERATOR - \$50 PER OPERATOR

*MOBILE FOOD PREPARATION VEHICLE INSPECTION - \$50

ALL CHECKS MUST BE MADE OUT TO THE TOWN OF SMITHTOWN



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AS PER TOWN ORDINANCE:

CHAPTER 215. PEDDLING AND SOLICITING
ARTICLE III. FOOD TRUCKS, ICE CREAM TRUCKS, COFFEE TRUCKS.

§215-38. Prohibitions.

A. Food Trucks (Mobile Food Preparation Vehicles):

- (1) The operation of food trucks shall be prohibited between the hours of 10:00 p.m. and 5:00 a.m.
- (2) Food trucks shall be located a minimum of 150 feet from the main entrance to any eating establishment or similar food service business, 150 feet from any outdoor dining area, and 50 feet from any permitted food vending cart location, as measured from the designated location on the lot accommodating the food truck.
- (3) Food trucks shall not operate on public rights-of-way or in locations designated as municipal parking, unless expressly permitted by the Town Board, and are limited to commercial zoned properties that allow retail uses or those owned by Veteran's organizations.
- (4) Food trucks that are participating in a Special Event that has been approved by the Town Board are exempt from the restrictions contained in sections (2) and (3) above when the Town Board has expressly permitted otherwise.
- (5) Operator must have permission of property owner to operate from the site and ground signs shall be prohibited.
- (6) Food Trucks shall be parked on paved surfaces with adequate room for customers and their vehicles.

B. Ice Cream Trucks:

- (1) The operation of ice cream trucks shall be prohibited between sunset and 9:00 a.m.

C. Coffee Trucks:

- (1) The operation of coffee trucks shall be prohibited between 8:00 p.m. and 4:00 a.m.

NOTE:

§ 215-33 License requirements.

C. Food Trucks, Ice Cream Trucks, and Coffee Trucks that are participating in a Special event that has been approved by the Town Board are exempt from the license requirements contained in this Article, provided they are operating only at the location of the Town Board-approved Special Event, and only during the date and time of said Special Event.

Chapter 164 - Fire Prevention
Article XXXII. Mobile Food Preparation Vehicles

§164-162. Permit required.

No person shall operate a mobile food preparation vehicle without a permit obtained from the Fire Prevention Division. Said permit shall be obtained on an annual basis for a fee of \$50 per vehicle, after an inspection is conducted by an officer of the Fire Prevention Division. The requirement of a permit under this section shall in no way relieve the applicant, owner or operator from the requirements of any other permit, license or special permission or authorization pursuant to law.



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APPLICATION FOR PEDDLERS LICENSE
FOOD TRUCKS, ICE CREAM TRUCKS, COFFEE TRUCKS

Affix
Photograph
Here

APPLICANT:

LAST NAME		FIRST NAME		MIDDLE INITIAL
STREET & NUMBER				
TOWN		STATE		ZIP CODE
DATE OF BIRTH		AGE	RACE	
HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	
PHONE NUMBER:		CELL PHONE:		
N.Y. STATE DRIVERS LICENSE:				

HAVE YOU EVER PREVIOUSLY BEEN LICENSED IN ANY OCCUPATION?	
CHECK ONE:	YES ☐ NO ☐
IF YES, STATE WHEN AND WHERE:	
WAS SUCH LICENSE EVER REVOKED?	
CHECK ONE:	YES ☐ NO ☐
IF YES, STATE WHEN, WHERE AND WHY:	



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APPLICATION FOR PEDDLERS LICENSE

LIST BELOW ALL ADDRESSES WHERE YOU HAVE RESIDED WITHIN THE PAST FIVE (5) YEARS, WITH THE DATES THEREOF:

1. DATE:	ADDRESS:
2. DATE:	ADDRESS:
3. DATE:	ADDRESS:
4. DATE:	ADDRESS:
5. DATE:	ADDRESS:

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

CHECK ONE: YES ☐ NO ☐

IF YES, STATE WHERE, WHEN, WHAT OFFENSE, CIRCUMSTANCES, PUNISHMENT OR PENALTY:

HAVE YOU EVER BEEN CONVICTED OF ANY SMITHTOWN TOWN CODE VIOLATIONS?

CHECK ONE: YES ☐ NO ☐

IF YES, STATE WHERE, WHEN, WHAT OFFENSE, CIRCUMSTANCES, PUNISHMENT OR PENALTY:



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APPLICATION FOR PEDDLERS LICENSE

FOR VEHICLE LICENSE:			
REGISTERED OWNER /BUSINESS NAME AND ADDRESS			PLATE NO.
VEHICLE MAKE	MODEL	YEAR	COLOR
VEHICLE IDENTIFICATION NUMBER (VIN)			
DESCRIPTION:			

IF A CORPORATION/PARTNERSHIP- COMPLETE THE FOLLOWING FOR EACH AND EVERY OFFICER/AND OR DIRECTOR OF THE CORP.
NAME:
HOME ADDRESS
CITY/STATE/ZIP
PHONE
NAME:
HOME ADDRESS
CITY/STATE/ZIP
PHONE
NAME:
HOME ADDRESS
CITY/STATE/ZIP



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APPLICATION FOR PEDDLERS LICENSE

H. STATEMENT OF ACCEPTANCE AND COMPLIANCE

This Section to be completed by each and every corporate officer/partner, associate or individual

- I, _____, being duly sworn, depose and say:
- a. I make this statement in support of an application for a **PEDDERS License**; and
 - b. I am authorized to submit this application on behalf of _____ (STATE NAME OF CORPORATION, PARTNERSHIP, UNINCORPORATED ASSOCIATION, ETC); and
 - c. I have personally read and completed each question and parts of the application and swear that the response to said questions or parts, or any statements made therein are correct and true; and
 - d. I have read all terms conditions, requirements and provisions of Chapter 215 of the Code of the Town of Smithtown; and
 - e. I understand the terms, conditions, requirements and provisions of said chapter, and
 - f. I agree to abide by all terms, conditions, requirements and provisions set forth in said chapter; and
 - g. I understand and agree that any violation of any term condition, requirement or provision of said chapter shall result in an immediate suspension of all licenses issued under this chapter for myself and/or my corporation, partnership, association or other entity, and any license issued pursuant thereto until such time as a licensed revocation hearing is held and a determination is made thereupon.

Signature

Date

STATE OF NEW YORK }
 COUNTY OF SUFFOLK }

ss:

On this _____ day of _____, 20____ before me personally came _____, to me known to be the individual described in and who executed the foregoing instrument and acknowledged that he executed the same.

Notary Public

STATE OF NEW YORK }
 COUNTY OF SUFFOLK }

ss:

On this _____ day of _____, 20____ before me personally came, _____, to me known, who being by me duly sworn, did depose and say that he resides at _____;

That he is the _____ of _____, the corporation describe in and which executed the within instrument; that s/he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and that he signed his name thereto by like order.

Notary Public



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APPLICATION FOR PEDDLERS LICENSE

RELEASE AUTHORIZATION

This Section to be completed by all Applicants

NOTE: *A separate Release Authorization is required for each and every officer, stockholder, partner, associate or individual entity.*

I, _____, the undersigned, hereby authorize you to release to the Town of Smithtown Department of Public Safety any and all records concerning my background, experience and qualifications, and including and consumer complaints that relate to this application for a PEDDLERS LICENSE, including but not limited to records and reports of: employment, local/state and federal law enforcement agencies, and local/state and federal tax bureaus.

I acknowledge by this authorization that I release any and all persons/institutions and legal entities from any and all obligation of liability arising from the release of records described herein to the parties herein. This authorization shall be considered effective and valid until December 31st of the year next succeeding the date for which this authorization became effective.

NOTE: *A photo static copy of this authorization shall be considered effective and valid as the original.*

social security number

date of birth

signature

date

address

city

state

zip

STATE OF NEW YORK }
COUNTY OF SUFFOLK } ss:

On this _____ day of _____, 20____ before me personally
came _____

to me known to be the individual described in and who executed the foregoing instrument and acknowledged that he executed the same.

Notary Public



GENERAL DESCRIPTION OF ITEMS TO BE SOLD