



APPLICATION FOR VENDOR'S LICENSE

(Please print or type)

Name of applicant _____

Home address _____

Telephone Numbers (home) _____ (work) _____

Date of birth _____ Email Address _____

Business Name/Address _____

Type of Vendor license requested*: Hawker & Peddler Itinerant Vendor
*(Determine by reviewing page 3 of this document which contains a definition of each activity, or consult the City Clerk's Office for assistance)

Merchandise to be sold: (General Description) _____

Permitted days and the hours of operation: _____

Location for sale of goods:

- Downtown vending location # _____
- Mobile within CB, CBL and COM zones (stopping for not more than one hour at locations on private property with permission of property owners. **List of locations required.**)
- Mobile Frozen Confections vending (stopping on residential streets where Frozen confections vending is permitted by City traffic ordinances.)
- At the following fixed location on private property: _____

Zoning of location: _____

Property owner approval sign-off:

Property Owner's Name (Please print or type)	Signature of Property Owner/Agent (Owner As Listed in Assessing Dept.)	Date Signed
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In what States, if any, has applicant ever registered/been licensed as a Hawker & Peddler or Itinerant Vendor? _____

Has the applicant ever been refused a vendor's license or has the applicant's license ever been suspended, revoked or cancelled? Yes _____ No _____

Has the applicant ever been charged with, indicted for, or convicted of any fraudulent or illegal act in any transaction of any kind? Yes _____ No _____

Date of Application

Signature of Applicant

DEPARTMENTAL REVIEWS OF VENDOR APPLICATION:

(The appropriate City personnel shall sign next to the item once the applicant has taken the necessary action with their department and any issues have been resolved)

1. Applicant has obtained a Health Permit through Community Development, and zoning and/or any other requirements for vending location(s) have been verified and complied with: _____
(Community Development - 352-5440) Check here if not needed

Comments from Department: _____

2. Applicant has consulted with Community Development and complied with any site plan requirements associated with the proposed vending location: _____
(Community Development - 352-5440) Check here if not needed

Comments from Department: _____

3. Applicant has consulted with Fire Prevention and complied with any applicable fire code Requirements: _____
(Fire Prevention – 357-9861) Check here if not needed

Comments from Department: _____

(This section is for Departmental Use only)

Complete Application Received _____ Fee Received \$ _____

License Issued _____ by _____
Assistant to the City Clerk

Expiration Date _____

ADMINISTRATIVE REQUIREMENTS

The applicant requesting a Hawker and Peddler license shall furnish copies of the following documents along with the completed application and any applicable fees:

- A copy of their “NH Hawkers and Peddlers License” or “NH Itinerant Vendor License” as required by New Hampshire Revised Statutes.
- Copies of any proposed contracts, agreements, promotional materials, or other materials to be offered to the public.
- A list, including names, addresses, and dates of birth of any individuals who will be engaging in solicitation under this license.

The applicant requesting an Itinerant Vendor license shall furnish copies of the following documents along with the completed application and any applicable fees:

- A copy of their “NH Itinerant Vendor License” as required by New Hampshire Revised Statutes.
- Copies of any proposed contracts, agreements, promotional materials, or other materials to be offered to the public.
- A list, including names, addresses and dates of birth of any individuals who will be engaging in solicitation under this license.

What is a Hawker & Peddler?

Hawker and peddler means any person, either principal or agent, who travels either by foot, cart or vehicle from town to town or from place to place in the same town selling or bartering or carrying for sale or barter or exposing therefore any goods, wares, merchandise or offering to perform personal services for household repairs or improvements. For example: hot dog vendor or vinyl siding vendor.

Hawkers and peddlers are permitted on sites in the central business, central business limited zone, and commerce zones or any other commercial property that is a lawful non-conforming use or has received a variance or special exception from the zoning board of adjustment. The site shall have sufficient on-site parking and an adequate and safe means of entrance and exit. The hawker and peddler and/or customer parking cannot be on public streets or fire lanes in private lots. Additionally, the hawker and peddler and/or customer parking cannot use private parking that has previously been allocated under zoning or site plan requirements and decisions.

Hawking and peddling of frozen confections is permitted in residential areas excepting for the following streets: Arch Street, Baker Street, Base Hill Road, Beaver Street, Blossom Street, Court Street, Eastern Avenue, East Surry Road, Grove Street, Hastings Avenue, Hurricane Road, Island Street, Key Road, Mechanic Street, North Street, Park Avenue, Roxbury Street, School Street, South Lincoln Street, Summer Street, Swanzey Factory Road, Walpole Road, Water Street, West Street, West Surry Road, Whitcomb's Mill Road, Winter Street, Wyman Road.

Obtaining a License for activities on Private Property/Mobile Vendors/Frozen Confections

The City Clerk is the licensing authority for Hawker and Peddler Licenses. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The applicant will also need to submit a copy of their NH State License and a signed letter of permission from the property owner if they will operate in a fixed location on private property. The location will need to be reviewed by the Office of Planning to determine if there is enough parking for the activity to occur at the chosen site. Mobile vendors will provide a list of the locations they intend to stop at on their route. The Office of Code Enforcement will confirm the location(s) are appropriately zoned for the activity and assist with Food Licensing if applicable. The Fire Department will inspect the truck, trailer or cart. The City Clerk's Office will ask that the applicant obtain sign-offs on their application from each of these Departments prior to submitting, and upon receipt of a complete application, will initiate a review process including performing a background check on any vendor listed on the application. Once the review process has concluded, the City Clerk will issue the license.

Obtaining a License for vending on City Property

If an applicant wishes to operate a vending cart on one of the approved City vending sites, they will complete the application process as dictated above, and will also be required to submit a certificate of liability insurance listing the City of Keene as an Additional Insured and sign an indemnification agreement to finalize the licensing process.

Licenses Requiring City Council Approval

City Council approval is needed for applicants requesting permission to operate outside the hours of operation dictated by our City Code. The applicant will submit the documentation needed to apply for the Hawker and Peddler License to the City Clerk's Office along with a letter addressed to the Honorable Mayor and City Council. The applicant will be invited to a meeting of the Planning, Licenses and Development Committee to discuss their request for extended hours of operation. Once Council permission has been received, the City Clerk will proceed with reviewing and issuing the license as described above.

Licenses issued under this section of the City Code will expire April 1 of each year. The application fee for this license is \$150.00 per year. For applicants using City Property, an additional \$250.00 rental fee will be assessed, and a \$60.00 fee for use of City electricity, if needed.

What is an Itinerant Vendor?

Itinerant vendor means any person, either principal or agent, including any person whose principal place of business is not in this state, who engages in a temporary or transient business in this state, either in one locality or traveling from place to place, selling goods, wares and merchandise, with a total value greater than \$500.00 from stock or by sample for future delivery, and who, for the purpose of carrying on such business, hires or occupies a temporary place [of] business. The term "temporary place of business" means any public or quasipublic place, including but not limited to a hotel, motel roominghouse, storeroom, building, part of a building, tent, vacant lot, railroad car, or trailer temporarily occupied for

the purpose of making retail sales of goods to the public. For example: a rug merchant or furniture sales out of a trailer.

Itinerant vendors are permitted on sites in the central business, central business limited zone, and commerce zones or any other commercial property that is a lawful non-conforming use or has received a variance or special exception from the zoning board of adjustment. The site shall have sufficient on-site parking and an adequate and safe means of entrance and exit. The itinerant vendor and/or customer parking shall not be on public streets or fire lanes in private lots. The itinerant vendor and/or customer parking shall not use private parking that has been previously allocated by zoning or site plan decisions.

Obtaining a License

The City Clerk is the licensing authority for Itinerant Vendor Licenses. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The applicant will also need to submit a copy of their NH State License and a signed letter of permission from the property owner. The location will need to be reviewed by the Office of Planning to determine if there is enough parking for the activity to occur at the chosen site. The Office of Code Enforcement will confirm the location is appropriately zoned for the activity. The City Clerk's Office will ask that the applicant obtain sign-offs on their application from these Departments prior to submitting, and upon receipt of a complete application, will initiate a review process including performing a background check on any vendor listed on the application. Once the review process has concluded, the City Clerk will issue the license.

Licenses issued under this section of the City Code will expire April 1 of each year. The application fee for this license is \$150.00 per year or any part thereof.

To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:

https://www.municode.com/library/nh/keene/codes/code_of_ordinances

Chapter 46 is the Licensing Chapter.