



WESTPORT, CONNECTICUT

JAMES S. MARPE
First Selectman

VENDOR DOOR-TO-DOOR SOLICITOR PERMIT (REQUIREMENTS AND PROCEDURES)

Revised April 13, 2016

REQUIREMENTS

Complete the Vendor Permit Application for each solicitor and include:

1. Application fee of \$10.00 for each solicitor. Payable to the Town of Westport.
2. A copy of a valid driver's license for each solicitor. Police Department will do cursory background check.
3. Copy of any printed material describing your company operations and/or material provided to residents during the canvass.

GENERAL INFORMATION AND GUIDELINES

- If canvassing is to occur at various times over the course of a season, the proprietor must notify both the Selectman's Office and the Police Department (203-341-6000) of the specific streets/area of Town where solicitors will be canvassing during that particular time period.
- Door-to-door solicitors should not canvass prior to 9 a.m. or after 6 p.m., and should not canvass on private property posting NO SOLICITATION. The Selectman's Office encourages Westport residents to contact the Westport Police Department if they feel unsafe due to canvassing activities and as such Westport Police may follow-up on these complaints regardless of the door-to-door permit(s) issued.
- Solicitors must maintain possession of the approved permit while soliciting and provide evidence of the permit if requested.

PERMIT PROCEDURE

All required items may be mailed to First Selectman's Office, Town of Westport, 110 Myrtle Avenue, Westport, CT 06880 or dropped off at the Office of the Selectman, Room 310.

Please allow 5-7 days for processing. If application is approved, the permit may be obtained at the Office of the Selectman, Room 310. If permit is NOT approved, fee will be refunded in full.

The offices of the First Selectman and the Town Attorney reserve the right to submit applications for unusual or unfamiliar vendor operations to the Board of Selectmen for review.

Town Hall • 110 Myrtle Avenue • Westport, CT 06880 • (203) 341-1111 • Fax (203) 341-1038

E-mail: selectman@westportct.gov • Website: www.westportct.gov

REV. 4/2016

VENDOR PERMIT APPLICATION

The First Selectman's Office issues Licenses to Peddlers, Itinerant Vendors, Temporary/Transient Businesses under Requirements of Chapter 18, Westport Town Code.

Check for payment of fee(s) must accompany application. If license/permit is NOT approved, fee will be refunded in full. Please allow 5-7 days for processing.

NAME OF PROPRIETOR _____

SOLICITOR _____

NAME OF BUSINESS _____

TYPE OF BUSINESS _____

BUSINESS ADDRESS _____

PHONE/CELL PHONE _____

E-MAIL ADDRESS _____

DATE (S) OF OPERATION _____

SPECIFIC PLACE (S) OF OPERATION _____

(NOTE: Selectman's Office AND Police Department must be informed of specific areas of Town where canvassing will occur each time permit holders canvass)

VEHICLES & I.D. NUMBERS, IF ANY

I/We have read the attached policy, rules and regulations relating to Vending Permits and agree to abide by these policies, rules and regulations:

Signature of Applicant Date

BELOW FOR OFFICE USE ONLY:

Approvals Received	Date
Chief of Police	
Fire Chief	
Director of Public Works	
Director of Parks & Recreation	
Director of Westport/Weston Health District	

	Completed
Application Fee	
Driver's License	
WWHD Permit	
Permit Issued	