WESTPORT, CONNECTICUT

JAMES S. MARPE
First Selectman

ICE CREAM VENDORS & PEDDLERS (REQUIREMENTS, GUIDELINES, PROCEDURES)

Revised April 13, 2016

THIS POLICY APPLIES TO ICE CREAM VENDORS AND PEDDLERS (AS DEFINED BELOW) ONLY.

FOOD TRUCKS ARE NOT ALLOWED ON ANY TOWN-OWNED PROPERTY UNLESS THE OPERATION IS IN CONJUNCTION WITH A BOARD OF SELECTMEN APPROVED EVENT AND WITH THE PERMISSION OF THE EVENT ORGANIZER.

The following shall apply to Ice Cream Vendors:

Ice Cream Vendors must have their trucks inspected by the Westport/Weston Health District (WWHD) located at 180 Bayberry Lane, Westport. For information, including fee requirements and an appointment, please call the Health District directly at 203-227-9571. Guidelines for itinerant food vendors from the WWHD include but are not limited to the following:

a) Itinerant food vending businesses shall comply with the requirements of the Westport Weston Health Code and Section 19-13B48 of the State Public Health Code.
b) All foods must be pre-wrapped or pre-packaged by a commercial processor or at an approved food facility. The applicant will furnish a copy of the food facility's permit to the Director of Health.
c) No processing, preparation, or portion change shall be allowed in the vending vehicle or during the process of dispensing food items.

Complete the Vendor Permit Application and include:

1. Application fee of $35.00. Payable to the Town of Westport.

2. A copy of the valid food permit obtained from the Westport Weston Health District. If permit is approved, the permit will be valid coextensive with the health permit.

3. A copy of a valid driver's license. Police Department will do cursory background check.

The following shall apply to Peddlers:

"Peddlers" are defined as "any person, whether principal or agent, who goes from town to town or from place to place in the same town selling or bartering or carrying for sale or barter or exposing therefor any goods, wares or merchandise, either on foot or from any animal or vehicle." (Town Code, Sec 18-44)

Complete the Vendor Permit Application and include:

1. Application fee of $35.00. Payable to the Town of Westport.

2. A copy of a valid driver's license. Police Department will do cursory background check.

GENERAL INFORMATION AND GUIDELINES

- may not stop to operate on the main traveled portion of any public roadway, interfere with pedestrian or vehicular traffic, or remain stationary for an extended period of time. After the customer has hailed a vendor and the transaction is complete, the vendor must move on.
- may not operate at the Levitt Pavilion or the parking areas surrounding the Levitt without the consent of the Pavilion operators.
- may not operate on Board of Education property without Board of Education approval.
- may not operate within Compo Beach or along Soundview Drive.
- may not operate within Longshore Club Park or immediately adjacent on South Compo Road.
- may not operate adjacent to Little League Fields at Coleytown or Town Farms while Little League concessions are in operation.
- may not operate at or near any approved function/event (i.e. Slice of Saugatuck, Yankee Doodle Fair, Levitt Pavilion) unless invited and permitted by said function's organizing body
- may not operate on private property without the owner's written permission
- must provide a copy of the Connecticut Registration for each truck operated
- must provide evidence of permit if requested
- must maintain good order and remove any litter

PERMIT PROCEDURE

Completed applications with all required documents and fees 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 original permit will be mailed or may be obtained at the Selectman's Office. 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.

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	

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