

**East Lampeter Township**

**Transient Retail Business**

**Permit Application Packet**

**(Mobile Vendor)**

**This entire packet must be completed and returned to the  
East Lampeter Township Police Department.**

The following items must be completed and submitted as part of this application process:

- Page 1: Read and sign that you understand the conditions of the Transient Retail Business Ordinance.
- Page 2: Complete the Transient Retail Business (Mobile Vendor) Application. Be sure to include:
  - Application form
  - Proof of Identification (Driver's License)
  - Proof of auto insurance and vehicle registration when applicable.
  - Written/Signed consent from any applicable property owners
  - Required liability insurance paperwork listing East Lampeter Township as required in East Lampeter Township Ordinance No. 346.
  - All required federal, state, county, and local licenses/certifications that are applicable.
  - PA Department of Agriculture license/certification for use of on unit heating, cooking, water, electrical, or cooling devices, if applicable.
- Submit the \$75 Annual Fee for Mobile Vendors Transient Retail Business Permit.



# EAST LAMPETER TOWNSHIP POLICE DEPARTMENT

2250 Old Philadelphia Pike Lancaster, PA 17602  
Dispatch (717) 664-1180 Toll Free 1-800-957-2677  
Office (717) 291-4676 Fax (717) 291-4671

CHIEF OF POLICE  
Stephen B. Zerbe

CAPTAIN  
James D. Shank

## Mobile Vendor Regulations and General Information: (Please Read Carefully)

1. Any person convicted of a felony or a crime involving moral turpitude may be declined a permit, at the discretion of the township.
2. Loudspeakers, horns or noises of any kind are prohibited for use.
3. Mobile vendors locating on private property must submit written and signed permission from the property owner at the time of applying for the permit. A contact number for verification is also required.
4. Permits must be exhibited in plain view at all times while conducting business.
5. Proof of possession of any license that the vendor is required to have under federal, state, county or local law in order to conduct the proposed business.
6. Mobile food vendors must have copy of vendor's licenses issued by PA Department of Agriculture for use of on-unit heating, cooking, water, electrical, or cooling devices, if applicable.
7. Mobile vendors must provide certificate of insurance providing general liability insurance of no less than \$1,000,000.00 per occurrence, listing the Township as additionally insured, and indemnifying the Township against any and all claims, losses, injuries, or damages to person or property, including attorney's fees and court costs, arising out of or related to the mobile vending operation, for any reason.
8. Altering, defacing or transferring permits is strictly prohibited.
9. The annual application fee for a permit to conduct Transient Retail Business for mobile vendors is \$75.00.
10. It is unlawful to sell any product or type of product not mentioned in the permit.
11. The issuance of a Transient Retail Business permit IS NOT an endorsement by the Township of East Lampeter or the East Lampeter Township Police Department.

### CERTIFICATION:

I hereby certify that there are no willful misrepresentations or falsifications of facts in the statements made herein or on any other document herein attached. I am aware that should an investigation disclose such misrepresentations or falsifications, I will be disqualified from receiving a permit to conduct transient retail business within the Township of East Lampeter, PA. I shall also adhere to, and I understand, the provisions set forth in the East Lampeter Township Ordinance, *Chapter 13 relating to Transient Retail Business. I also understand that violations of these provisions are punishable by a fine of not less than \$200.00 and not to exceed \$1,000.00. Default of payment of said fine and costs would result in a term of imprisonment not to exceed 30 days. Each day that a violation of this Ordinance continues shall constitute a separate offense.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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A Pennsylvania Law Enforcement Accredited Agency

# Transient Retail Business Application

(Mobile Vendors)

This application must be completed for **each** person wishing to conduct transient retail business in the Township of East Lampeter. **PRINT NEATLY.**

## Applicant's Information:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Other Names Used in the Past (Maiden, Etc.) \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Color of Hair: \_\_\_\_\_ Color of Eyes: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Tattoos: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Last Date Solicited: \_\_\_\_\_ City: \_\_\_\_\_

If Issued, Soliciting Permit Number: \_\_\_\_\_ Issued By: \_\_\_\_\_

Next Soliciting Location/City: \_\_\_\_\_ Date: \_\_\_\_\_

Do you have any prior East Lampeter Township Solicitation complaints? : YES \_\_\_\_\_ NO \_\_\_\_\_

Explain: \_\_\_\_\_

## Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Number of Doors: \_\_\_\_\_ License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

## Organization/ Business Information:

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

Address: \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Brief Description of goods/services to be sold: \_\_\_\_\_

\_\_\_\_\_

Soliciting for Funds Only: YES \_\_\_\_\_ NO \_\_\_\_\_

Private Property Owner (If Applicable) \_\_\_\_\_

Private Property Owner Phone Number (If Applicable): ( ) \_\_\_\_\_

For Official Use Only



# **East Lampeter Township Police Department**

## **Transient Retail Business Permit Procedures for Mobile Vendors**

***\*\*For Office Use ONLY\*\****

1. Applicant picks up TRB application packet
2. Applicant completes the TRB application and the signs and dates the Regulations and General information sheet. NOTE: There is a \$75 annual application fee. A separate application must be completed for each desired private property location and each mobile unit.
3. Required items to be submitted:
  - a) Administration Desk- Fees are paid Page 3 is receipted and applicant is directed to police side with the application for completion of process.
  - b) Police Reception Desk Responsibilities:
    - i) Completed Transient Retail Business application (Pages 1 & 2)
    - ii) Confirm \$75 application fee (receipted from Township)
    - iii) Confirm written consent/signature/contact information for property owners as applicable.
    - iv) Confirm vendor has all federal, state, county, and/or local licenses required.
    - v) Confirm vendor has general liability insurance requirements listing the Township as additionally insured as required in Ordinance 346.
    - vi) If for some reason it is determined that additional applicant fees are needed – direct back to township administration side for payment
4. Police Receptionist contacts an officer for applicant processing.
5. Authorized officer enters applicant information into *Assure* and prints/issues permit to applicant.

***\*\*APPLICANT MAY LEAVE PD AT THIS TIME\*\****

6. Administrative Division files appropriate paperwork, labeling folder with name of applicant and assigned permit number.