



Stratford Police Department

ICE CREAM TRUCK VENDING PERMIT APPLICATION

In order to obtain a permit to vend ice cream in the Town of Stratford, you must read and follow all of the listed instructions. The Town has clearly defined the process for obtaining said permit in Chapter 16, Article VI, sections 25 – 32 of the Town Ordinances. The Police and Health Departments are responsible for ensuring to that each applicant meets all of the eligibility requirements prior to submitting the permit to the Chief of Police for review and approval. **The process for obtaining a permit to vend ice cream is as follows:**

1. Pick up an application packet at the Records Division at Stratford Police Headquarters, 900 Longbrook Avenue, Stratford, CT. Or you may download the application from the Stratford Police website, www.stratfordctpd.com.
2. Go to the State of Connecticut, Department of Motor Vehicles (DMV), to have the vehicle(s) you intend to vend from inspected and approved. The inspection report must be signed by an authorized DMV official and a copy must be submitted with your completed application.
3. Go to the Stratford Health Department, 468 Birdseye Street, Stratford, CT to obtain a Health Inspection Certificate. The cost for the certificate is \$200. You must submit the receipt for your payment and a copy of the signed Health Inspection Certificate with your completed application to the Police Department.
4. **Insurance:** You must provide proof of insurance that meets the minimum requirements as outlined in the Town Ordinance. Additionally, you must provide written proof from your insurance company that they will notify the Chief of Police, in writing, if your policy is terminated, canceled, or modified. Such proof must be submitted with your completed application to the Police Department or your permit will not be issued.
5. Return your completed application packet in person to the Records Division at Stratford Police Headquarters, 900 Longbrook Avenue, Stratford, CT. Be sure to sign your application and have it notarized by a license Notary Public, and sign the attachment indicating receipt of a copy of the applicable Town Ordinance and the Town streets that you are prohibited to vend from. You must present your valid driver's license, state-issued photo identification, or U.S Passport at that time, a copy of which we will make and attach to your application. **Normal business hours for the Records Division are Tuesday through Friday, 9:00 am to 4:00 pm.**
6. **Fees:** In addition to the Health Inspection fee, you must pay an annual license fee of **\$200.** at the time your application is submitted. We accept cash, check or money order (payable to the Stratford Police Department)
7. Upon receipt of your completed application, we will commence with a background check as required by law. Upon completion of the background check, your application will be submitted to the Chief of Police for a review and decision.

Be advised that all of the above steps must be completed in order to process your application. **NO EXCEPTIONS.** If you have any questions, please contact the Records Division Commander at 203-385-4139.



Stratford Police Department
ICE CREAM TRUCK VENDING PERMIT APPLICATION

Date of Application _____

Permit Number: _____

Applicant Information

Name of Applicant: _____
Last First Middle Initial

Home Address: _____
Number Street Town/City State Zip

List any/all other names by which you are / have been known:

Date of Birth: _____ Age: _____ Gender: _____
MM / DD / YYYY

Place of Birth: _____
City/Town, State, Country

Social Security Number _____ Height _____ Weight _____ lbs.

Eye color _____ Hair color _____

Driver's License Number: _____ State: _____

Telephone number(s) _____
Home Cell

Have you ever been arrested and charged with a crime? _____

NOTE: You can answer "NO" if all charges were dismissed / nolleed by the court that had jurisdiction over the case

Were you ever convicted of a crime? _____

If yes, please explain, including the date(s) of arrest, city/town, and reason for arrest. Attach additional sheets if necessary.



Stratford Police Department

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PROHIBITED STREETS: Please take notice of the following streets that, per Town Ordinance, you are prohibited to vend from in the Town of Stratford:

Access Road, Barnum Avenue and Barnum Avenue Cutoff, Barnum Terrace, Birdseye Street, Boston Avenue, Broadbridge Avenue, Bruce Avenue, Bulldog Boulevard, Canaan Road, Charlton Street, Connors Lane, Cutspring Road, East Broadway, East Main Street, Elm Street, Ferry Boulevard, Freeman Avenue, Hawley Lane, Henry Avenue, Honeyspot Road, Huntington Road, James Farm Road, Knowlton Street, Longbrook Avenue, Glendale Avenue, Lordship Boulevard, Main Street, Main Street Putney, Moffitt Street, Nichols Avenue, North Avenue, Oronoque Lane, Patterson Avenue, Prospect Drive, Second Hill Lane, Sedgewick Avenue, Silver Lane, Stonybrook Road, Stratford Avenue, Surf Avenue, Tavern Rock Road, Wakelee Avenue, Warner Hill Road, West Broad Street, Wilcoxson Avenue, and Woodend Road.

Additionally, vending is prohibited at Short Beach and the Boat Ramp on Birdseye Street. The Town, through the Chief of Police, may restrict vending on other streets as needed to ensure public safety.

PENALTY: Any vendor found in violation of the provisions of Town Ordinance regarding Ice Cream Vendors is subject to a fine of \$100 per day per occurrence and revocation of the vendor license for the balance of the license year. Also, non-compliance with the ordinance will be taken into consideration when deciding whether or not to renew your vendor license in subsequent years.

By signing below, I acknowledge that I received a copy of this notice and the applicable Town Ordinance(s), and agree to abide by its provisions.

Applicant Name (print) _____

Applicant signature: _____

Date: _____

Town of Stratford, Connecticut



Town Ordinance

Chapter 116. HAWKERS, PEDDLERS AND SOLICITORS

Article VI. Ice Cream Truck Vendors

§ 116-25. Definitions.

As used in this article, the following terms shall have the following meanings:

- **Ice Cream Truck.** Every motor vehicle in which ice cream, popsicles, ice sherbets or frozen desserts of any kind are carried for purposes of retail sale on the city streets.
- **Person.** Shall include every driver of an ice cream truck as defined herein.
- **Vendor.** Shall include every person, firm or corporation who owns, leases, contracts or in any other fashion permits a person to operate upon the city streets any ice cream truck for the purpose of vending as defined in the definitions of "ice cream truck" and "vend" or "vending."
- **Vend or Vending.** Offering ice cream, popsicles, ice sherbets or frozen desserts for sale from a motor vehicle on the city streets.

§ 116-26. License required.

No vendor shall vend from an ice cream truck without having first secured a food permit from the Director of Health, or his/her designee, to serve ice cream, popsicles, ice sherbets or frozen desserts of any kind, and a valid license from the Chief of Police, or his/her designee, to operate within the city limits and also for each truck to be used in the operation of any such business.

§ 116-27. Application for license.

Any vendor desiring a license shall make application therefor in writing to the Police Chief, or his designee. The application shall be in a form prepared by the Police Department and shall include:

- A. The full name, address, date of birth, Social Security number and telephone number of the vendor, including all partners of a partnership and all officers of a corporation. If the vendor is a corporation, the address of the business office of the corporation and the address of the corporate headquarters.
- B. The location and ownership of each place of business to be used for the storage and dispensing of ice cream and frozen desserts.
- C. List of ice cream trucks to be used in the operation, including identification numbers and ownership.
- D. The full name, address, date of birth, Social Security number, and telephone number, and copy of Connecticut operator's license for each person who is an authorized driver of such vehicles within the city limits.
- E. All vendors, including all partners of a partnership and all officers of a corporation, and all employees of such vendors, shall be at least 18 years of age and shall not have been convicted of any criminal offense. The Chief of Police may require such other credentials and proof of identity of the vendor or vendor's employees as reasonably necessary to determine that the vendor and vendor's employees are of good moral character and propose to engage in a lawful commercial enterprise.

Town of Stratford, Connecticut



Town Ordinance

Chapter 116. HAWKERS, PEDDLERS AND SOLICITORS

§ 116-28. Insurance requirements.

No license shall be issued to a vendor selling from an ice cream truck unless a certificate is furnished to the Police Department showing that the vendor is carrying general liability insurance which shall include products, completed operations and personal injury coverage with a minimum of \$1,000,000 per occurrence, with an aggregate of \$1,500,000, and automobile liability with a minimum of \$1,000,000 combined single limit. The applicant for a license shall annex a copy of the insurance certificate to its application. Certificates must specifically contain a clause signed by the insurance company certifying that the Police Chief shall be notified, in writing, of any modification, cancellation or termination of the subject policy.

§ 116-29. Fees; term of license.

- A. The annual license fee shall be \$200, payable in full upon the filing of the application.
- B. All licenses issued pursuant to this article shall expire at 12:00 midnight on December 31 following issuance of said license. The license fee shall be paid in full upon the filing of the application regardless of the time of the year in which the license is issued. A vendor must apply for a new license each year and comply with all requirements for issuance of same and pay the required fees.

§ 116-30. Required inspections.

- A. **Department of Motor Vehicles.** Each application shall be accompanied by proof of inspection by the Department of Motor Vehicles, verifying that each vehicle listed in the application is mechanically and operationally safe. Inspection of vehicles by the Department of Motor Vehicles will be required on an annual basis.
- B. **Health inspection.** Each application shall be accompanied by a food permit from the Health Director, or his/her designee, verifying that he/she has inspected each facility and vehicle listed in the application to determine whether it complies with this article and all state and local health codes. The vendor shall pay all inspection and license fees in connection with obtaining a food permit directly to the Department of Health.
- C. Any new vehicles put in service by a vendor after the issuance of a license must be inspected by the Department of Motor Vehicles and Health Department and approved in accordance with this article.
- D. If a license is rejected because of unsatisfactory sanitary, mechanical or operational conditions found upon inspection, the applicant shall be so advised in writing by the Police Chief, or his/her designee, and the applicant may correct the conditions and then reapply for a license upon submitting proof that the unsatisfactory conditions have been corrected.
- E. Nothing herein shall prohibit the Health Director or Chief of Police, or his/her designee, from periodically re-inspecting the licensee's storage and dispensing facility or vehicles. If unsatisfactory sanitary, mechanical or operational conditions are noted by the Health Director or Chief of Police, or his/her designee, the vendor shall be notified by certified mail of the unsatisfactory conditions and the vendor's license shall be temporarily revoked, and the vendor shall be subject to a fine of \$100 per day per violation until the unsatisfactory conditions are corrected.

Town of Stratford, Connecticut



Town Ordinance

Chapter 116. HAWKERS, PEDDLERS AND SOLICITORS

§ 116-31. Restrictions on operation of motor vehicle.

- A. A person shall vend only when the ice cream truck is lawfully stopped.
- B. A person shall vend only from the side of the truck away from moving traffic and as near as possible to the curb or side of the street.
- C. A person shall not stop on the left side of a one-way street to vend.
- D. Prior to vending any products as defined herein, the vendor of any ice cream truck which traverses the streets of the city for such purpose shall submit to the Police Chief, or his designee, a detailed listing of the routes to be traveled each day by each said vehicle.
- E. Ice cream trucks are required to stay off the grass and on the concrete or asphalt at all times while vending at a Town park or other public area. [Added 5-9-2011 by Ord. No. 11-10]
- F. In addition to any permits and licenses that may be required hereunder, prior to vending at Town property a vendor must comply with all other conditions established by the Chief of Police or the Town of Stratford. [Added 5-9-2011 by Ord. No. 11-10]

§ 116-32. Violations and penalties; appeals.

- A. Any vendor violating any of the provisions of this article shall be notified by certified mail of the violation and shall be subject to a fine of \$100 per day per occurrence. In addition, the vendor's license may be revoked for the balance of that license year by the Chief of Police for violations by the holder thereof of any of the ordinances of the Town of Stratford or any state or federal law.
- B. Violators of this article shall have the right to file a written appeal to the Office of Citation Hearings within 15 days from the date of the imposition of the fines. Payment of fines and revocation of the vendor's license shall be stayed until the appeal has been heard and ruled on by a Citation Hearing Officer.



Stratford Police Department
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Ice Cream Truck Vendor Checklist

Please be sure that you have included all of the following items with your application. Your application will be returned if any of the items on this checklist are missing from your packet.

- _____ DMV Inspection Report (signed by an authorized official)
- _____ Stratford Health Department approval form (signed by an authorized official)
- _____ Receipt for your annual Health Inspection fee (\$200.)
- _____ Current vehicle insurance policy certificate
- _____ Did you bring a valid picture identification? (Driver's license, state-issued ID, or U.S Passport only)
- _____ Did you sign your application?
- _____ Is your application notarized by a licensed Notary Public?
- _____ Did you sign the form acknowledging receipt the applicable Town Ordinance(s) and the form advising you of the Town streets you are prohibited to vend from?
- _____ Do you have your cash, check or money order for the annual license fee (\$200.)?

DO NOT WRITE BELOW THIS LINE

To be completed by the Records Clerk

- _____ Did you make a copy of the applicant's picture identification and attach it to the application?
- _____ Did you issue the applicant a receipt for the annual license fee and attach a copy to the application?

Checklist received and reviewed by: _____ Date: _____
Records Clerk

To be completed by the Records Division Commander

Recommendation: _____ **Approval** _____ **Denial**

Signature: _____ **Date:** _____
Records Division Commander



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Additional Driver Information (only one form per driver)

Date: _____ Permit Number: _____

Name of Driver: _____

Home Address: _____
Number Street Town/City State Zip

Telephone: _____

Date of Birth: _____ Driver's License Number: _____ State: _____
MM / DD / YYYY

Social Security Number: _____ Gender: _____

Company Name: _____

Company Address: _____
Number Street Town/City State Zip

Name of Supervisor: _____ Telephone _____

Have you ever been arrested and charged with a crime? _____

NOTE: You can answer "NO" if all charges were dismissed / nulled by the court that had jurisdiction over the case

Were you ever convicted of a crime? _____

If yes, please explain, including the date(s) of arrest, city/town, and reason for arrest. Attach additional sheets if necessary.



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Additional Vehicle Information

Please provide the following information for each vehicle you intend to vend from. Make copies of this form if necessary:

Year _____ Make _____ Model _____ VIN _____

Color _____ Plate Number _____ State _____

Is this vehicle registered to either the applicant or the business listed on this application? _____

If no, please provide the name, address, and telephone of the person / business to which the vehicle is registered:

Name of Insurance Company _____ Policy Number _____

Additional Vehicle Information

Please provide the following information for each vehicle you intend to vend from. Make copies of this form if necessary:

Year _____ Make _____ Model _____ VIN _____

Color _____ Plate Number _____ State _____

Is this vehicle registered to either the applicant or the business listed on this application? _____

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