

Date of Application \_\_\_\_\_

Application Number \_\_\_\_\_

# Application for License

Peddlers, Hawkers, Vendors, Canvassers and Solicitors



City of Woodbury  
County of Gloucester  
New Jersey

Seasonal Sales Vendor -a person who sells goods and/or merchandise for a specified limited purpose and period of time at a location owned by and/or leased by the applicant.

- Hours of operation are from 9:00 a.m. to 9:00 p.m.
- Fee: \$200.00

Extended Seasonal Sales Vendor -a person who sells ice cream or dairy related products.

- Hours of operation are from 9:00 a.m. to 9:00 p.m.
- Fee: \$300.00

Non-Profit Seasonal Sales Vendor -any non-profit religious, charitable, educational, society, association, service club, volunteer first aid organization or fire company which is located within and services the City and sells goods and merchandise at a specific location either owned by the non-profit organization or at a location not owned by the non-profit organization, having written consent of the owners of property to conduct seasonal sales activities within the City of Woodbury.

- Hours of operation are from 9:00 a.m. to 9:00 p.m.
- Fee: no charge

Merchandise (Peddler, Hawker, Vendor, Solicitor or Canvasser) -shall include all goods, wares, foods, fruits, vegetables, farm products, books, magazines, periodicals, arts, crafts, and all kinds of articles of personal property for domestic use.

- Hours of operation are from 9:00 a.m. to 9:00 p.m.
- Fee:
  - \$50.00 for daily license
  - \$100.00 for weekly license

Merchandise (Seasonal Sales) -shall only include Christmas trees, Christmas wreaths, Christmas grave blankets. Christmas arts and crafts, Easter Flowers, Easter Baskets, Mother's Day flowers, Mother's Day baskets and other articles of arts and crafts related to the seasonal sales activity.

- Hours of operation are from 9:00 a.m. to 9:00 p.m.
- Fee: \$200.00

## Personal Information

Date: \_\_\_\_\_

1. Name: (Individual) \_\_\_\_\_ (Title) \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone: \_(\_\_\_\_) \_\_\_\_\_
4. Driver's License Number \_\_\_\_\_ (State Issued) \_\_\_\_\_
5. Social Security Number \_\_\_\_\_

## Organization / Company Information

1. Organization / Company Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone: \_(\_\_\_\_) \_\_\_\_\_
4. Description of nature of business: \_\_\_\_\_
5. Goods to be sold: \_\_\_\_\_

# Professional References

A. Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

B. Full Address \_\_\_\_\_

C. Occupation \_\_\_\_\_ Phone\_(\_\_\_\_)\_\_\_\_\_

A. Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

B. Full Address \_\_\_\_\_

C. Occupation \_\_\_\_\_ Phone\_(\_\_\_\_)\_\_\_\_\_

A. Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

B. Full Address \_\_\_\_\_

C. Occupation \_\_\_\_\_ Phone\_(\_\_\_\_)\_\_\_\_\_

Have you ever been arrested for or convicted of any disorderly offense or violation of an municipal ordinance or indictable offense? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Additional Information**

Length of time license is being requested: \_\_\_\_\_

Exact dates being requested: \_\_\_\_\_

Block and or address of solicitation: (for stationary vendors) \_\_\_\_\_

\_\_\_\_\_

Are orders being solicited? Yes \_\_\_\_\_ No \_\_\_\_\_

Are orders being taken for future delivery of goods or services? Yes \_\_\_\_\_ No \_\_\_\_\_

Has any license or permit issued by any city, state, or federal agency ever been denied to you?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

## **Items to Include with this application**

1. Letter on company letterhead certifying that you are employed or represented by the company for which you are soliciting, peddling, hawking, canvassing.
2. Photo of yourself taken within the last 60 days (passport photo)
3. Check or Money Order made out to "The City of Woodbury"

**Please note: All individuals must complete a background check through the NJ State Police**

**(Information Attached)**

# Background Check Information

Applicants must log on to

<https://www.njportal.com/njsp/criminalrecords/>

Woodbury's Originating Agency Identification number or ORI number:

**NJ0082200**

Once there, click on the **ONLINE FORM 212A**, this will be a highlighted block on the lower left side of the page.

Follow the prompts for through the demographic questions. Questions include:

- Name
- Date of Birth
- Address
- Ethnicity
- E-mail
- Phone number
- Social security number (optional)

The NJ State police require a \$20.00 administration fee per applicant. Therefore, payment information will then be required.

Upon completion of the form, the applicant will receive an e-mail 'Confirmation & Receipt' that will include a confirmation number.

The request will then be forwarded electronically to the Police Department's work queue for approval and submission to the State Police for processing.

The applicant can find more information on the 212A form and the process by clicking on the **Help Tab** located on the top right side of the page.

# Initial when Read

## SOLICITATION

\_\_\_\_\_ Hours for solicitation, peddling, hawking, or vending are between 9:00 am and 7:00 pm.

Seasonal / Extended Seasonal Sales / Vendors

I, being the applicant of this document, certify that the site / location from which I will be operating:

\_\_\_\_\_ will not impede the flow of traffic (pedestrian and/or automotive)

\_\_\_\_\_ will be maintained during the designated time period

\_\_\_\_\_ will be free from trash, garbage, and debris during the designated time of operation

\_\_\_\_\_ will be cleaned of all trash, debris, and materials within 48 hours following the expiration of the license.

I hereby certify that the information in this application is true and correct.

**Sign**\_\_\_\_\_

**Print**\_\_\_\_\_

**Date**\_\_\_\_\_

Sign\_\_\_\_\_

Date\_\_\_\_\_

Chief Thomas Ryan

Sign\_\_\_\_\_

Date\_\_\_\_\_

City Clerk, Cassidy L. Swanson

(SEAL)