



Township of Monroe

FOOD VENDOR INSTRUCTIONS AND CHECKLIST

2024

Chapter 230-23 Definitions:

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

FOOD TRUCK VENDOR — Any person, whether or not a resident of the Township of Monroe, who travels in a self-sustained food truck to sell food, approved by the Board of Health, to patrons and licensed in the Township.

MOBILE RETAIL MOBILIZED FOOD VENDOR — A food establishment that is located on a motorized vehicle, licensed and registered by the New Jersey Department of Motor Vehicles, where food or beverage is cooked, prepared and served for individual portion service. The maximum length of the vehicle with attachments shall not exceed 40 feet in length.

MOBILE RETAIL PREPACKAGED FOOD VENDOR — A food establishment that is located on a motorized vehicle, licensed and registered by the New Jersey Department of Motor Vehicles, where prepackaged food or beverage is served for individual portion service. The maximum length of the vehicle with attachments shall not exceed 40 feet in length.

Chapter 230-24 License required:

- A. It shall be unlawful for any person, firm or corporation to engage in the business of a food vendor within the corporate limits of the Township without first obtaining a license in conformity with the provisions of this article. In addition, the licensee must comply with state and county requirements regulating mobile retail food establishments.
- B. Licenses are nontransferable; any change in ownership requires immediate submission of an application pursuant to Chapter 230-27

Chapter 230-25 Fee:

- A. The annual fee for a food vendor's license shall be \$100.00 per year. The license year shall be from January 1 to December 31 of the filing year of the application. Said fee shall not be prorated for any portion of any calendar year.
- B. Upon approval, an ID fee of \$25.00 shall be paid by applicant.

Chapter 230-26 Exemption of certain persons from fees:

The fee requirements set forth in Chapter 230-25, insofar as same shall apply to fees for food truck vendors shall be held not to include the following persons, who are hereby expressly exempt from its application:

1. Person honorably discharged from the military services of the United States possessing a Food vendor license issued in conformity with N.J.S.A 45:24-9 and 45:24-10.
2. Any person who is an exempt fireman of a volunteer fire department, as defined by N.J.S.A. 45:24-9 and 45:24-10, possessing a license in conformity with said law.

Chapter 230-27 Applicant information:

All applications for a new license shall be made by the sole owner, partner or corporate officer to or through the licensing officer upon forms provided and shall be accompanied by a nonrefundable application fee of \$25.00. Each application shall contain, at a minimum, the following along with any other information deemed necessary:

1. A statement as to whether the applicant has been convicted of the violation of any municipal ordinance other than traffic offenses and, if so, the date and place of conviction, the nature of the offense and the punishment or penalty imposed.
2. Valid registration for vehicles to be licensed, proof of insurance for vehicles to be licensed pursuant to Chapter 230-25A(2)(a) and a copy of the applicant's valid driver's license issued by the State Department of Motor Vehicles.
 - a. Proof of an insurance policy issued by an insurance company licensed to do business in the State of New Jersey protecting the registrant and the Township from all claims or damages to property and bodily injury, including death, which may arise from operations under or in connection with the food vendor. Such insurance shall name as an additional insured the Township and shall provide that the policy shall not terminate or be cancelled prior to the expiration date without 30 days' advance written notice to the Township. The amounts of the insurance to be maintained are: personal injury, \$100,000 per person, \$500,000 per occurrence; property damage, \$100,000; and proof of general liability insurance providing a minimum of \$1,000,000 coverage (combined single limit each occurrence).
3. Permanent and local address of the applicant.

Chapter 230-29 Use of streets and public parks:

- A. No food vendor shall have an exclusive right to any location, nor shall it be permitted to operate in any congested area where its operations might impede or inconvenience the public. For the purpose of this article, the judgment of a police officer, exercised in good faith, shall be deemed conclusive as to whether the area is congested or the public impeded or inconvenienced.
- B. A licensee shall be permitted to remain in one specific location on a public roadway or designated public park listed in Chapter 230-30B(1), designated public parks, for a period of three hours. Once the licensee has remained in that location for the maximum permissible time or for any less period of time, the licensee shall move to a new location which shall not be within 250 feet of their previous location. No licensee is permitted to be within 50 feet of another licensee, unless at a Township sponsored or Township permitted event.

- a. Designated public parks: Owens Parks(Monroe Dog Parks), Mary Mazza Duffy Memorial Park, and Church Street Fields.
- C. No food vendor shall operate or be parked on any public roadways situated within any residential subdivision.

Chapter 230-30 Tome and place restrictions:

- A. No person shall sell or offer for sale of their food products upon Township roadways of any of the items listed in Chapter 230-23 before 10:00 am or after 5:00 pm. The Township Police department shall enforce the said time provisions.
- B. Food vendors are limited to conducting their business upon the public roadways situated within any residential subdivision.
- C. No food vendor shall operate within 500 feet of any permanent food establishment that has been issued a mercantile license by the Township.
- D. No food vendor shall operate or be parked in any area where parking of motor vehicles is prohibited, restricted or regulated.

Upon approval, contact fireprevention@monroetownshipnj.org to set up a fire inspection for each event or occasion.

Food Vendor Application Checklist:

- Completed application
- \$100.00 non-refundable application fee
- \$25.00 non-refundable permit fee
- Valid driver's license
- Vehicle registration
- Proof of insurance (naming the Township as additional insured)
- Background check by Identigo
- Fire safety permit (after you are approved)
- Board of Health certificate

You will be provided a form to be fingerprinted which must be completed in order to do your background check. Upon approval of your application, our staff will take a photo of you which will be used for your Vendor ID card.



LICENSE NO. _____

APPLICATION FOR FOOD VENDOR LICENSE

Date: _____

Name: _____

Any other name by which you have been known: _____

Permanent Home Address: _____

Local Address (if different): _____

Date of Birth: ___/___/___ Social Security No.: ___-___-___

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Company Name: _____

Address: _____

Email Address: _____ Phone (Cell): _____

Description and nature of business and goods, services, or wares to be sold or distributed:

Location where goods/services originate: _____

If vehicle is used: Make: _____ Model: _____ Year: _____ Color: _____ Plate: _____

Driver's License No. _____

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Vending Cart Information

Non-motorized vending cart: _____ How many: _____

Maximum Width: _____ Maximum Height with Umbrella/Awning: _____

Safety Plan of each location of cart: _____

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Board of Health Licensing (If Applicable)

If food is involved: Sanitary License No. _____

Inspected by: _____ Date: _____

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Insurance Coverage Information
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Proof of Insurance: _____

Policy No.: _____

See 230-27A(2a) Required

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Business Operation Information
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Dates: _____

Yearly: _____ Days of the week: __M __T __ W __Th __F __S__S Hours of Operation: _____

Route: _____

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Background Check and Security
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- Has the applicant ever been convicted of any offense or crime other than a motor vehicle Offense? YES NO (circle appropriate response)

If yes, supply the following information:

- Date or Year of Offense _____
- Description of the Offense _____
- Where was the Offense committed _____?
- What sentence, including fine or probation, was imposed _____

I certify under penalty of criminal prosecution that all information supplied on this application is true and correct. I understand that any false statement given on this application which is knowingly false constitutes a violation of N.J.S.A. 2C:28-3, punishable as a fourth-degree crime. I also certify that I have read the Code Chapter (230) on Peddling and Soliciting and agree to comply with all sections.

Signature of Applicant: _____

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Approval or Denial
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Approval by Chief of Police: _____

Denial by Chief of Police: _____
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Yearly and Daily Fee Structure

Vendors Fees: Including Vending Carts, Motorized and Non-Motorized Carts

- (1) \$100.00 annual fee.
- (2) Photo ID Fee: \$25 per employee.

Exemptions:

See § 230-26

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ALL LICENSES EXPIRE ON DECEMBER 31st OF THE YEAR ISSUED

This license must be able to be presented to any enforcement officer at any time during the operation of your business. Failure to confirm the legality of your license may result in the revoking of your license for the remaining year.

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Official Use Only

Date Paid: _____ Received by: _____

Amount Collected: _____ Cash/Check: _____