



# *Township of Monroe*

## **PEDDLER INSTRUCTIONS AND CHECKLIST 2024**

### Chapter 230-1 Definitions:

**PEDDLER-** Any person or vendor, whether a resident of the Township or not, traveling by foot, cart, motor vehicle or any other type of conveyance, from place to place, from house to house or from street to street, carrying, conveying, or transporting goods, merchandise, provisions, offering and exposing the same for sale or making sales and delivering articles to purchasers.

### Chapter 230-2 License Required:

It shall be unlawful for any person to engage in the business of a peddler within the corporate limits of the Township without first obtaining a license and submitting a criminal background check under Chapter 230-5.

### Chapter 230-3 Fees:

- A. The annual license fee for a Peddler's license shall be \$100.00 per year. The license 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 the applicant.

### Chapter 230-4 Exemption of Certain Persons from Fees:

The fee requirements set forth in Chapter 230-3, insofar as same shall apply to fees for peddlers shall be held not to include the following persons, who are hereby expressly exempt from its applications:

- A. Person honorably discharged from the military services of the United States possessing a peddler's license issued in conformity with N.J.S.A 45:24-9 and 45:24-10.
- B. Any persons 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 230-6 Use of Streets:

- A. No peddler shall have an exclusive right to any location, nor shall they be permitted to operate in any congested area where their operations might impede or inconvenience the public. For the purpose of this article, the judgement 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. No license or permit which includes use of a vehicle shall permit the licensee to sell from the same location on a public roadway to within the area of 100 feet from that location for a period of more than one hour.

Chapter 230-7 Time Restrictions:

No person shall sell, offer for sale, or peddle in the Township any of the items listed in Chapter 230-1 before 10:00 am or after 5:00 pm, unless at a Township sponsored or a Township permitted event.

Chapter 230-9 Exceptions:

This article shall not be constructed to include:

- A. The delivery of newspapers or such other necessary merchandise of the type commonly delivered on a house-to-house basis at intervals of less than one week.
- B. Federal census takers and polls or surveys taken pursuant to federal, state, or local laws.

Chapter 230-10 Inspection of Equipment:

The equipment used or employed by peddlers shall be maintained in a clean and sanitary manner and be subject to the inspection of the Board of Health or its authorized agents. Any violation found and not immediately corrected shall be grounds for revocation of the license.

**Peddler Application Checklist:**

- Completed application
- \$100.00 non-refundable application fee
- \$25.00 non-refundable permit fee
- Background check requirement
- Board of health certificate (if required)
- If vehicle is used, provide copies of registration, proof of insurance, and valid driver's license
- If the applicant is employed by another, the name and address of the employer, together with credentials establishing the exact relationship.
- If corporation: attach certificate of incorporation
- If limited liability company: attach certificate of formation
- If partnership: attach operating agreement

**\*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 Peddler ID card.\***



LICENSE NO. \_\_\_\_\_

## **APPLICATION FOR PEDDLER 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.: \_\_\_\_\_

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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

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

- (1) \$100 annual fee.
- (2) Photo ID Fee: \$25 per employee.

Exemptions:

See § 230-4 and § 230-9.

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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: \_\_\_\_\_