



ICE CREAM TRUCK VENDING PERMIT APPLICATION INSTRUCTIONS

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 to the letter. Under the new Town Ordinance 10-13 Ice Cream Truck Vendors, the Town has defined the regulations required and has given the Police Department and the Health Department the responsibility to issue the proper permits required. Attached to the application issued by the Police Department is a copy of the Town Ordinance 10-13 Regulating Ice Cream Truck Vendors and define what needs to be accomplished. FOLLOW THE BELOW-LISTED STEPS IN ORDER AS STATED.

1. PICK UP APPLICATION WITH INSTRUCTIONS AT STRATFORD POLICE RECORDS WINDOW.
2. MUST GO TO THE STATE DEPARTMENT OF MOTOR VEHICLES TO HAVE THE VEHICLE YOU'RE GOING TO VEND FROM INSPECTED AND APPROVED. A COPY OF THE APPROVED INSPECTION REPORT MUST BE SIGNED BY A MOTOR VEHICLE INSPECTOR AND ATTACHED TO THE APPLICATION FROM THE POLICE DEPARTMENT.
3. MUST GO TO THE STRATFORD HEALTH DEPARTMENT AND HAVE ALL THE REQUIRED PAPERWORK APPROVED BY THEM AND A COPY OF THE APPROVED HEALTH DEPARTMENT FORM ATTACHED TO THE APPLICATION FROM THE POLICE DEPARTMENT. PAY THE ANNUAL LICENSE FEE OF \$200.00 IN FULL AND RETAIN RECEIPT OF PAYMENT TO BE ATTACHED TO APPLICATION UPON TURNING INTO POLICE.
4. PROVIDE A COPY OF ALL REQUIRED INSURANCE AS STATED BY THE ORDINANCE AND ATTACH TO THE APPLICATION FROM THE POLICE DEPARTMENT. (CERTIFICATE MUST SPECIFICALLY CONTAIN A CLAUSE SIGNED BY THE INSURANCE COMPANY CERTIFYING THAT THE CHIEF OF POLICE SHALL BE NOTIFIED, IN WRITING, OF ANY MODIFICATION, CANCELLATION OR TERMINATION OF THE SUBJECT POLICY) IF NOT ATTACHED, PERMIT WILL NOT BE APPROVED.
5. MUST HAVE APPLICATION NOTARIZED BY NOTARY PUBLIC.
6. RETURN APPLICATION TO STRATFORD POLICE DEPARTMENT RECORDS WINDOW FILLED OUT AS STATED. ATTACHED ALL REQUIRED PAPERWORK AS LISTED ABOVE. (YOU MUST PROVIDE VALID PICTURE IDENTIFICATION TO THE RECORDS STAFF WHEN HANDING IN YOUR APPLICATION, WHICH THEY WILL MAKE A COPY OF AND ATTACH TO YOUR APPLICATION.) VALID DRIVERS LICENSE OR STATE-ISSUED PHOTO IDENTIFICATION WILL ONLY BE ACCEPTED.



7. SIGN FORMS ACKNOWLEDGING ISSUANCE OF COPIES OF TOWN ORDINANCE 10-13 AND ROADS PROHIBITED TO VEND FROM.
8. A BACKGROUND CHECK REQUIRED BY LAW WILL BE CONDUCTED AND THE RESULTS SENT TO THE CHIEF OF POLICE FOR HIS REVIEW.

PLEASE BE ADVISED THAT ALL REQUIREMENTS LISTED ABOVE BE MET IN ORDER TO PROCESS YOUR APPLICATION. NO EXCEPTIONS WILL BE MADE.

PLEASE CONTACT LIEUTENANT F.G. PROUDFOOT, RECORDS DIVISION COMMANDER, FOR ANY QUESTIONS AT 203-385-4139.



900 Longbrook Avenue, Stratford, CT 06414
Phone: 203-386-4130 Fax: 203-330-6756
www.townofstratford.com



POLICE
DEPARTMENT

ICE CREAM TRUCK VENDORS APPLICATION/PERMIT

DATE OF APPLICATION

PERMIT NUMBER

APPLICANT'S NAME LAST FIRST MIDDLE

LIST ANY/ALL OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN

- 1) _____
- 2) _____
- 3) _____

PLACE OF BIRTH (TOWN/CITY, STATE, COUNTRY)

HOME NUMBER

CELL PHONE NUMBER

BUSINESS PHONE

SOCIAL SECURITY NUMBER HEIGHT WEIGHT COLOR EYES/HAIR SEX AGE

NAME OF FIRM/COMPANY

SUPERVISOR'S NAME

PHONE NUMBER

ADDRESS OF FIRM/COMPANY (NUMBER, STREET, TOWN/CITY, STATE, ZIP)

ADDRESS OF CORPORATION (IF DIFFERENT FROM ABOVE) PHONE NUMBER

COMPANY'S CONNECTICUT TAX IDENTIFICATION NUMBER

VENDORS DRIVERS LICENSE NUMBER/STATE LICENSED

LICENSE PLATE OF VENDING VEHICLE, STATE, MAKE, VIN#, MODEL, COLOR

NAME OF PERSON VENDING VEHICLE IS REGISTERED TO/ADDRESS

NAME OF INSURANCE COMPANY OF VENDING VEHICLE/POLICY NUMBER



HAVE YOU EVER BEEN ARRESTED AND CONVICTED OF A CRIME? YES OR NO
IF YES EXPLAIN: DATE ARRESTED, TOWN/CITY/STATE, REASON WHY

HEALTH DEPARTMENT APPROVED _____ (COPY ATTACHED)
MOTOR VEHICLE INSPECTION APPROVAL _____ (COPY ATTACHED)
(BOTH ABOVE APPROVALS MUST BE APPROVED FOR PERMIT TO BE ISSUED)

Additional Driver's employed by the company seeking to obtain a permit must complete an additional driver information packet form for each driver vending. Each time a new driver is hired this form must be obtain from the Police Department and filed.

SEC. 53A-157 FALSE STATEMENT: CLASS A MISDEMEANOR. (a) A person is guilty Of False Statement when he intentionally makes a false written statement under oath of Pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official function. (b) False Statement is a Class A Misdemeanor.

The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one year, or a Fine not to exceed Fine not \$1,000.00 or both a fine and imprisonment (Sections 53a-36, and 53a-42)

I DECLARE, UNDER THE PENALTIES OF FALSE STATEMENT, THAT THE ANSWERS TO THE ABOVE ARE TRUE AND CORRECT.

DATE _____ APPLICANT'S SIGNATURE _____

SUBSCRIBED TO AND SWORN TO, BEFORE ME

THIS _____ DAY OF _____ 20 _____

NOTARY PUBLIC

CHIEF OF POLICE
JOHN BUTURLA

DATE



**ROADS PROHIBITED TO VEND FROM
PER CHIEF OF POLICE
TOWN OF STRATFORD, CONNECTICUT**

TO ALL ICE CREAM TRUCK VENDORS, TAKE NOTICE THAT THE STREETS LISTED BELOW ARE PROHIBITED TO VEND ON IN THE TOWN OF STRATFORD, CONNECTICUT. PLEASE NOTE THAT UNDER SECTION 8. PENALTIES, REVOCATION; RIGHT TO HEARING OF TOWN ORDINANCE 10-13 REGULATING ICE CREAM TRUCK VENDORS PART (A) ANY VENDOR VIOLATING ANY OF THE PROVISIONS OF THIS ORDINANCE SHALL BE SUBJECT TO A FINE OF \$100.00 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 THERE OF ANY OF THE ORDINANCES OF THE TOWN OF STRATFORD OR ANY STATE OR FEDERAL LAW.

ROADS PROHIBITED LISTED AS HIGH-TRAFFIC ROADS

ACCESS ROAD, BARNUM AVENUE, 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, HONEYSPOUT 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.

NO VENDING IN SHORT BEACH OR BOAT RAMP ON BIRDSEYE STREET AND OTHER SUCH ROADS THAT THE CHIEF OF POLICE MAY DESIGNATE FROM TIME TO TIME.

ALL VENDORS MUST BE AWARE OF ALL ABOVE-LISTED ROADS, WHICH ARE PROHIBITED FOR THE SAFETY OF YOURSELF AND OTHERS.

Vendor issued copies of Town ordinance 10-13, road prohibited to vend from and permit application instructions.

Vendor Signature

Date

ORDINANCE REGULATING ICE CREAM TRUCK VENDORS

SECTION 1. DEFINITIONS. As used in this Ordinance, the following terms shall have the following meanings:

A. "ICE CREAM TRUCK" means 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.

B. "VEND" or "VENDING" means offering ice cream, popsicles, ice sherbets or frozen desserts for sale from a motor vehicle on the city streets.

C. "PERSON" shall include every driver of an ice cream truck as defined herein.

D. "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 subsections A and B above.

SECTION 2. 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.

SECTION 3. APPLICATION. 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 eighteen (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 Vendor and Vendor's employees are of good moral character and propose to engage in a lawful commercial enterprise.

SECTION 4. INSURANCE. 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.

SECTION 5. FEES; TERM OF LICENSE.

A. The annual license fee shall be Two Hundred Dollars (\$200) payable in full upon the filing of the application.

B. All licenses issued pursuant to this ordinance shall expire at 12:00 midnight on December 31st 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. .

SECTION 6. INSPECTIONS - PREREQUISITE FOR ISSUANCE OF LICENSE.

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 ordinance 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 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 Ordinance.

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 vendor shall be subject to a fine of \$100 per day per violation until the unsatisfactory conditions are corrected.

SECTION 7. 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.

SECTION 8. PENALTIES; REVOCATION; RIGHT TO HEARING.

A. Any Vendor violating any of the provisions of this ordinance 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 Ordinance shall have the right to file a written appeal to the Office of Citation Hearings within fifteen (15) days from the date of the imposition of the fines. Payment of fines and revocation of Vendor's license shall be stayed until the appeal has been heard and ruled on by a Citation Hearing Officer.

(06/14/10 TC-FINAL)



ICE CREAM TRUCK VENDOR CHECKLIST

To be filled out by the Records Division staff upon final receipt of application.
Incomplete applications will be returned to vendor.

- _____ DMV Inspection report
- _____ Stratford Health Department approval form
- _____ Annual License Fee Receipt of \$200.00
- _____ Current Insurance policy certificate
- _____ Application has been notarized
- _____ Copy of Valid picture ID attached to application
- _____ Signed Forms Acknowledging Issuance Of Copies Of Town Ordinance 10-13
And Roads Prohibited To Vend From.

Checklist completed by: _____
Records Clerk Date